



Thurston Conservation District Board of Supervisors Work Session Topic List & Board Meeting Agenda

August 26, 2026, 5:00 pm - 7:55 pm

Zoom Meeting Link:

<https://zoom.us/j/91658577844?pwd=cDgvaC9jcWRBU0luUFFHc1lrb3hLQT09>

Passcode: 2918

Meeting ID: 916 5857 7844

Call in: 1-253-215-8782

Work Session Topic List

5:00 pm – 6:00 pm

1. Topic List Review, *All*
2. Staff Presentation: Conference & Dinner Update, *Nora Carman-White*
3. Board Recruitment Process & Interviews, *All*
4. Southwest Area Meeting, *All*
 - a. Registration and attendance
 - b. Proposed WACD Resolutions
5. Legislative Tour Update, *Executive Director Moorehead*
6. Rates and Charges Update, *Chair TJ Johnson and Executive Director Moorehead*
7. Local Jurisdiction Presentations Update, *Chair TJ Johnson and Executive Director Moorehead*
8. Important Updates & Announcements
 - a. Board of Supervisors, *All*
 - b. Executive Director, *Sarah Moorehead*

Board Meeting

6:30 pm – 7:55 pm

- | | |
|---|----------------------|
| 1. Welcome, Introductions, Audio Recording Announcement | 6:30 PM
5 minutes |
| 2. Agenda Review | 6:35 PM
5 minutes |
| 3. Consent Agenda – Action Item | 6:40 PM |
| A. July 22 2026, Board Work Session & Meeting Minutes | 5 minutes |
| B. August 2026 Financial Report | |
| C. TCD Policy and Procedures Reformatting: Section 5 | |
| 4. Public Comment | 6:45 PM |
| *Three minutes per person | 10 minutes |

5. Partner Reports (if present)	6:55 PM
A. Natural Resources Conservation Service, (NRCS) <i>Tara Donohoe</i>	<i>15 minutes</i>
B. Washington State Conservation Commission (WSCC), <i>Josh Giuntoli</i>	
C. Washington Association of Conservation Districts (WACD), <i>Sarah Moorehead</i>	
6. Governance, All – Action Item	7:10 PM
A. September 23, 2026 Work Session Topic List & Meeting Agenda Development	<i>10 minutes</i>
7. Executive Session: To consider the selection of a site or the acquisition of real estate	7:20 PM
<i>RCW 42.30.110 (1b) To consider the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price.</i>	<i>15 minutes</i>
8. Executive Session Report Out – Action Item	7:35 PM
	<i>5 minutes</i>
Adjourn	7:40 PM

Informational Only Items:

- I. *Executive Director's Report*

Important Future Dates

August 2026

TCD Board Interviews for Mid-term Supervisor Appointment 3:00 p.m.	August 28
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September 2026

TCD Legislative Tour 9:00 a.m. - 4:00 p.m.	Sept 2
WACD Legislative Workshop	Sept 3
TCD Closed, Labor Day	Sept 7
TCD Annual Summer Staff & Board Picnic	Sept 9
WSCC Commission Meeting, Hosted by Underwood CD	Sept 16-17
WACD Board Meeting 6:00 -8:30 p.m.	Sept 21
TCD Board Work Session & Meeting 5:00 - 7:30 p.m. In-person and Virtual (Zoom)	Sept 23

October 2026

TCD Growers Conference	Oct 2
TCD Harvest Festival & Bulb & Seed Sale	Oct 3
WACD Southwest Area Meeting	TBD
Orca Recovery Day	Oct 17
WACD Board Meeting	Oct 19
TCD Board Work Session & Meeting 5:00 - 7:30 p.m. In-person and Virtual (Zoom)	Oct 28

November 2026

WACD Board Meeting	Nov 16
TCD Board Work Session & Meeting 5:00 - 7:30 p.m. In-person and Virtual (Zoom)	Nov 23
TCD Closed, Thanksgiving	Nov 26
TCD Closed, Native American Heritage Day	Nov 27

December 2026

WSCC Commission Meeting	Dec 3
WACD Annual Conference, Stevenson WA	Dec 3-5
TCD Board Work Session & Meeting 5:00 - 7:30 p.m. In-person and Virtual (Zoom)	Dec 23
TCD Closed, Christmas	Dec 25

Item

3



Thurston Conservation District Consent Agenda Decision Sheet August 26, 2026 Board Meeting

-
- A. July 22, 2026 Board Meeting and Work Session Minutes
- a. Proposed action: accept without amendment and approve.
 - b. Action was taken:
☐ Passed ☐ Moved for discussion during meeting ☐ Tabled to a future meeting
- B. August 2026 Financial Report
- a. Proposed action: accept without amendment and approve.
 - b. Action was taken:
☐ Passed ☐ Moved for discussion during meeting ☐ Tabled to a future meeting
- C. TCD Policy & Procedures Reformatting: Section 5
- a. Proposed action: accept without amendment and approve.
 - b. Action was taken:
☐ Passed ☐ Moved for discussion during meeting ☐ Tabled to a future meeting

ADOPTED BY THE BOARD OF THE THURSTON CONSERVATION DISTRICT, WASHINGTON
ON August 26, 2026, AND EFFECTIVE IMMEDIATELY

SIGNED:

TJ Johnson, Board Chair

Marianne Tompkins, Board Vice-Chair

Doug Rushton, Board Auditor

Attest: Sarah Moorehead, Executive Director

Thurston Conservation District Board of Supervisors

Work Session Minutes

July 22, 2026

Hybrid: In-Person and Virtual on Zoom

Originally Scheduled: 5:00 p.m. – 6:00 p.m.

Actual Meeting Time: 5:00 p.m. – 5:59 p.m.



Present at Work Session:

TJ Johnson, TCD Board Chair

Marianne Tompkins, TCD Board Vice Chair

Doug Rushton, TCD Board Supervisor

Sarah Moorehead, TCD Executive Director

Sophia Barashkoff, TCD Staff

Jae Townsend, TCD Staff

Ben Cushman, TCD Legal Counsel

Leslie Melnyk, SuSeLi, LLC

- 1 **1.** Topic List Review, *All*
- 2 **2.** Community Partner Presentation: Biocellulose as an Alternative to Plastic, *Leslie Melnyk*
- 3 **3.** Staff Presentation: Firewise USA, *Jae Townsend*
- 4 **4.** Board Recruitment Updates, *All*
- 5 **5.** Rates and Charges Update, *All*
- 6 **6.** Local Jurisdiction Presentations Update, *Chair TJ Johnson and Executive Director Sarah*
- 7 *Moorehead*
- 8 **7.** TCD Policies and Procedures Update, *Executive Director Moorehead*
- 9 **8.** Important Updates & Announcements
- 10 a. Board of Supervisors, *All*
- 11 b. Executive Director, *Executive Director Moorehead*

Respectfully,

TJ Johnson, TCD Board Chair

Thurston Conservation District Board of Supervisors

Regular Board Meeting Minutes

July 22, 2026

Hybrid: In-Person and Virtual on Zoom

Originally Scheduled: 6:30 p.m. – 8:00 p.m.

Actual Meeting Time: 6:30 pm – 7:22 p.m.



Present at Board Meeting:

TJ Johnson, TCD Board Chair

Marianne Tompkins, TCD Board Vice Chair

Doug Rushton, TCD Board Supervisor

Sarah Moorehead, TCD Executive Director

Sophia Barashkoff, TCD Staff

Ben Cushman, TCD Legal Counsel

Josh Giuntoli, Washington State

Conservation Commission (WSCC)

Lora Liegel, Washington State

Conservation Commission (WSCC)

Leah Perkel, Washington Association of

Conservation Districts (WACD)

Summary of Action Items

Summary of Motions Passed

- 1
- 2 ***Supervisor Rushton moved to approve the amended Agenda. Supervisor Tompkins seconded.***
- 3 ***Motion passed unanimously, (3-0).***
- 4 ***Supervisor Tompkins moved to approve the amended Consent Agenda. Supervisor Rushton***
- 5 ***seconded. Motion passed unanimously, (3-0).***
- 6 ***Supervisor Rushton moved to approve TCD Resolution #2026-05: Mid-Term Elected Seat***
- 7 ***Appointment. Supervisor Tompkins seconded. Motion passed unanimously, (3-0).***
- 8 ***Supervisor Tompkins moved that Thurston Conservation District will pay \$4,000 to the***
- 9 ***Washington Association of Conservation Districts to cover legal expenses that support Rates***
- 10 ***& Charges statewide. Supervisor Rushton seconded. Motion passed unanimously, (3-0).***
- 11 ***Supervisor Tompkins moved to adjourn the July 22, 2026 TCD Board Meeting. Supervisor***
- 12 ***Rushton seconded. Motion passed unanimously, (3-0).***

Full Version of the Minutes

Welcome & Introductions

- 13
- 14 At 6:30 p.m., TCD Board Chair TJ Johnson called the July 22, 2026 Regular Board Meeting to
- 15 order. TCD Board, staff, members of the public, and legal counsel were introduced by Board
- 16 Chair Johnson. He announced that the meeting was being video recorded. TCD Supervisors,
- 17 Johnson, Tompkins, Rushton, and Executive Director Moorehead attended the meeting in
- 18 person at the TCD office.

19 **Agenda Review**

20 The Board of Supervisors added to the Consent Agenda the *FY26-27 Dept of Commerce Scatter*
21 *Creek Irrigation Funding Agreement* and the *FY26-27 Dept of Commerce Skookumchuck*
22 *Irrigation Funding Agreement*.

23 ***Supervisor Rushton moved to approve the amended Agenda. Supervisor Tompkins seconded.***
24 ***Motion passed unanimously, (3-0).***

25 **Consent Agenda**

- 26 A. June 24, 2026, Board Work Session & Meeting Minutes
27 B. July 2026 Financial Report
28 C. FY26-27 WSCC Sustainable Farms and Fields Funding Agreement
29 D. FY26 WSCC Implementation Funding Agreement
30 E. FY26-29 Western SARE-Montana State University Funding Agreement
31 F. FY26 Simmons & Sons Contracting Inc. Vendor Agreement
32 G. FY26-29 Greenprint Vendor Agreement
33 H. TCD Policy & Procedures – Section 1: Establishing Policies and Procedures
34 I. TCD Policy & Procedures – Section 2: Organizational Structure
35 J. TCD Policy & Procedures – Section 3: Board Meetings
36 K. TCD Policy & Procedures – Section 4: Board of Supervisor Elections
37 L. FY26-27 Dept of Commerce Scatter Creek Irrigation Funding Agreement
38 M. FY26-27 Dept of Commerce Skookumchuck Irrigation Funding Agreement

39 ***Supervisor Tompkins moved to approve the amended Consent Agenda. Supervisor Rushton***
40 ***seconded. Motion passed unanimously, (3-0).***

41 **Public Comment**

42 No member of the public gave comment.

43 **Partner Reports**

- 44 A. National Resources Conservation Service (NRCS) Update, Tara Donohue
45 • Ms. Donohue was not present.
46 B. Washington State Conservation Commission (WSCC) Update, Josh Giuntoli
47 • Mr. Giuntoli was present and gave an update.
48 • Mr. Giuntoli introduced WSCC's new Puget Sound Regional Manager, Lora Liegel.
49 C. Washington Association of Conservation Districts (WACD) Update, Sarah Moorehead
50 • Executive Director Moorehead gave an update.

51 **TCD Resolution #2026-05: Mid-Term Elected Seat Appointment**

52 ***Supervisor Rushton moved to approve TCD Resolution #2026-05: Mid-Term elected Seat***
53 ***appointment. Supervisor Tompkins seconded. Motion passed unanimously, (3-0).***

54 **Governance**

55 A. Mid-Year Budget Review

56 B. August 26, 2026 Work Session Topic List and Meeting Agenda Development

57 **Work Session**

- 58 • Topic List Review, *All*
- 59 • Community Partner Presentation: *TBD*
- 60 • Staff Presentation: *TBD*
- 61 • Board Recruitment Update, *All*
- 62 • Rates and Charges Update, *All*
- 63 • Local Jurisdiction Presentation Update, *Chair TJ Johnson and Executive Director*
- 64 *Moorehead*
- 65 • Important Updates & Announcements
 - 66 ○ Board of Supervisors, *All*
 - 67 ○ Executive Director, *Sarah Moorehead*

68 **Board Meeting Agenda**

- 69 • Welcome, Introductions, Audio Recording Announcement
- 70 • Agenda Review
- 71 • Consent Agenda
 - 72 ○ July 22, 2026 Board Work Session & Meeting Minutes
 - 73 ○ August 2026 Financial Report
- 74 • Public Comment
- 75 • Partner Reports (if present)
 - 76 ○ National Resources Conservation Service
 - 77 ○ Washington State Conservation Commission
 - 78 ○ Washington Association of Conservation Districts
- 79 • Governance, *All*
 - 80 ○ September 23, 2026 Work Session Topic List & Meeting Agenda
 - 81 Development
- 82 • **Executive Session:** to consider the selection of a site or the acquisition of real
- 83 estate by lease or purchase when public knowledge regarding such consideration
- 84 would cause a likelihood of increased price.
- 85 • **Executive Session:** to discuss with legal counsel representing the agency
- 86 litigation or potential litigation.

87 **Executive Session: To consider the selection of a site or the acquisition of real estate**

88 RCW 42.30.110 (1b) To consider the selection of a site or the acquisition of real estate by lease
89 or purchase when public knowledge regarding such consideration would cause a likelihood of
90 increased price.

91 The Executive Session opened at 6:53 pm to last for no more than 15 minutes and concluded at
92 7:08 pm. In attendance: TCD Board Members Johnson, Tompkins, Rushton, and Executive
93 Director Moorehead and legal counsel Ben Cushman.

94 **Executive Session Report Out**

95 No action was taken.

96 **Executive Session: To discuss potential litigation**

97 RCW 42.30.110(1)(i) To discuss with legal counsel representing the agency litigation or potential
98 litigation.

99 The Executive Session opened at 7:10 pm to last for no more than 10 minutes and concluded at
100 7:20 pm. In attendance: TCD Board Members Johnson, Tompkins, Rushton, and Executive
101 Director Moorehead and legal counsel Ben Cushman.

102 **Executive Session Report Out**

103 ***Supervisor Tompkins moved that Thurston Conservation District will pay \$4,000 to the***
104 ***Washington Association of Conservation Districts to cover legal expenses that support Rates***
105 ***& Charges statewide. Supervisor Rushton seconded. Motion passed unanimously, (3-0).***

106 ***Supervisor Tompkins moved to adjourn the July 22, 2026 TCD Board Meeting. Supervisor***
107 ***Rushton seconded. Motion passed unanimously, (3-0).***

108 **Adjourn 7:22 pm**

Respectfully,

TJ Johnson, TCD Board Chair

Thurston Conservation District

August 2026 Financial Notes



July and Year-to-Date (YTD) Profit & Loss (P&L)

1. The District experienced a net loss of \$8,711 for July and a YTD net income loss of \$141,099 for the year.

Previous Year YTD P&L Comparison

2. *Poultry Equipment & Tools Rentals* income increased in July, but for the year the income is 42% less than it was last year.
3. *Organizational Dues* expenses seem to be up by 267% this year, but that is because we paid the WACD dues in July this year and in August last year. This expense will level off in next month's report.

Unrestricted Budget vs Actual

4. Not much to report as the District settle into the Mid-year Revised Budget.

2:45 PM
08/21/26
Accrual Basis

Thurston Conservation District
Profit & Loss
July 2026

	Jul 26
Ordinary Income/Expense	
Income	
3400000 · Charges for Goods and Services	
3451100 · Soil/Water Conservation Service	
3451110 · Soil Testing	105.32
3451120 · Nutrient Spreader Rentals	50.75
3451130 · Poultry Equipment & Tool Rentals	443.29
Total 3451100 · Soil/Water Conservation Servi...	599.36
Total 3400000 · Charges for Goods and Services	599.36
3300000 · Grant Revenues	479,712.94
3600000 · Miscellaneous Revenues	
3685000 · Special Assessments - Service	2,034.73
3610000 · Interest and Other Earnings	317.51
Total 3600000 · Miscellaneous Revenues	2,352.24
Total Income	482,664.54
Gross Profit	482,664.54
Expense	
Vehicle Allocation	0.00
Overhead Allocation	0.00
5531000 · Salaries & Benefits	243,329.13
5314000 · Intern Stipends	3,862.69
5314101 · Legal Fees & Services	6,000.00
5314102 · Audit & Accounting	986.81
5314103 · Computer Services	3,795.00
5314100 · Professional Services	38,909.39
5314400 · Advertising	13.91
5314203 · Printing Services	151.80
5314104 · Janitorial Services	700.00
5314501 · Office Rent	8,680.00
5314700 · Utilities	346.35

2:45 PM

08/21/26

Accrual Basis

Thurston Conservation District

Profit & Loss

July 2026

	Jul 26
5314504 · Vehicle Leases	623.92
5314200 · Communications	1,783.99
5354800 · Repairs & Maintenance	315.64
5314505 · Software Licenses	1,048.74
5313101 · Office Supplies	563.33
5314202 · Postage & Shipping	113.93
5314902 · Organizational Dues	3,888.89
5314307 · Licenses and Permits	362.53
5314117 · Soil Testing	97.12
5313401 · Plants for Resale	6,104.00
Project Expenses	15,975.91
5314302 · Staff - Conference & Training	-21.04
5314306 · Board - Conference & Training	75.49
5314300 · Staff - Travel	2,761.91
5314108 · Construction & Restoration Work	14,595.82
5314109 · Cost Share	29,000.00
5314110 · Bank Fees & Interest Charges	593.19
5314600 · Liability Insurance Premiums	3,110.42
560000 · Sub-Awards / Pass-Through	101,020.73
5945360 · Capital Outlays	
5945367 · Restoration Equipment	809.70
5945364 · Computer Hardware	1,776.68
Total 5945360 · Capital Outlays	2,586.38
Total Expense	491,375.98
Net Ordinary Income	-8,711.44
Net Income	-8,711.44

2:46 PM

08/21/26

Accrual Basis

Thurston Conservation District

Profit & Loss

January through July 2026

	Jan - Jul 26
Ordinary Income/Expense	
Income	
3400000 · Charges for Goods and Services	
3451100 · Soil/Water Conservation Service	
3451110 · Soil Testing	3,930.96
3451120 · Nutrient Spreader Rentals	198.33
3451121 · No-Till Drill Rentals	474.12
3451130 · Poultry Equipment & Tool Rentals	1,177.03
3451140 · Plant Sales	38,385.89
3451150 · Partner Fee for Service	17,200.87
Total 3451100 · Soil/Water Conservation Servi...	61,367.20
Total 3400000 · Charges for Goods and Services	61,367.20
3300000 · Grant Revenues	2,222,934.29
3600000 · Miscellaneous Revenues	
3685000 · Special Assessments - Service	329,007.96
3670000 · Nongovernmental Contributions	9,600.00
3610000 · Interest and Other Earnings	2,172.06
Total 3600000 · Miscellaneous Revenues	340,780.02
Total Income	2,625,081.51
Gross Profit	2,625,081.51
Expense	
Vehicle Allocation	0.00
Overhead Allocation	0.00
5531000 · Salaries & Benefits	1,716,554.25
5314000 · Intern Stipends	9,071.09

2:46 PM

08/21/26

Accrual Basis

Thurston Conservation District

Profit & Loss

January through July 2026

	Jan - Jul 26
5314101 · Legal Fees & Services	18,000.00
5314102 · Audit & Accounting	2,942.57
5314103 · Computer Services	26,163.26
5314100 · Professional Services	91,217.68
5314400 · Advertising	586.70
5314203 · Printing Services	2,723.86
5314104 · Janitorial Services	5,250.00
5314501 · Office Rent	60,760.00
5314700 · Utilities	4,456.03
5314503 · Equipment Leases	2,070.35
5314504 · Vehicle Leases	3,537.51
5314200 · Communications	11,643.27
5313102 · Photocopier Usage	280.12
5354800 · Repairs & Maintenance	6,573.91
5314505 · Software Licenses	18,380.91
5313101 · Office Supplies	2,385.19
5314202 · Postage & Shipping	1,363.43
5314902 · Organizational Dues	5,469.89
5314307 · Licenses and Permits	500.98
5314117 · Soil Testing	2,703.83
5313401 · Plants for Resale	42,860.82
Project Expenses	49,278.23
5314302 · Staff - Conference & Training	11,813.97
5314306 · Board - Conference & Training	139.47
5314300 · Staff - Travel	11,143.49
5314301 · Board Travel	1,938.38
5314108 · Construction & Restoration Work	210,638.03
5314109 · Cost Share	123,341.72
5314110 · Bank Fees & Interest Charges	651.46
5314600 · Liability Insurance Premiums	21,772.94
5314111 · Late Fees & Penalties	0.00
560000 · Sub-Awards / Pass-Through	283,399.89
66300 · Sales Tax Adjustments	890.98

2:46 PM

08/21/26

Accrual Basis

Thurston Conservation District

Profit & Loss

January through July 2026

Jan - Jul 26

5945360 · Capital Outlays

5945369 · Tenant Improvements

2,990.82

5945367 · Restoration Equipment

809.70

5945363 · Equipment & Office Furniture

1,750.67

5945364 · Computer Hardware

10,125.49

Total 5945360 · Capital Outlays

15,676.68

Total Expense

2,766,180.89

Net Ordinary Income

-141,099.38

Net Income

-141,099.38

2:48 PM

08/21/26

Accrual Basis

Thurston Conservation District
Profit & Loss Prev Year Comparison

January through July 2026

	Jan - Jul 26	Jan - Jul 25	\$ Change	% Change
Ordinary Income/Expense				
Income				
3400000 · Charges for Goods and Services				
3451100 · Soil/Water Conservation Service				
3451110 · Soil Testing	3,930.96	4,187.97	-257.01	-6.1%
3451120 · Nutrient Spreader Rentals	198.33	204.49	-6.16	-3.0%
3451121 · No-Till Drill Rentals	474.12	83.89	390.23	465.2%
3451130 · Poultry Equipment & Tool Rentals	1,177.03	2,032.68	-855.65	-42.1%
3451140 · Plant Sales	38,385.89	24,800.06	13,585.83	54.8%
3451150 · Partner Fee for Service	17,200.87	0.00	17,200.87	100.0%
Total 3451100 · Soil/Water Conservation Service	61,367.20	31,309.09	30,058.11	96.0%
3417000 · Sales of Merchandise	0.00	1,207.40	-1,207.40	-100.0%
Total 3400000 · Charges for Goods and Services	61,367.20	32,516.49	28,850.71	88.7%
3300000 · Grant Revenues	2,222,934.29	2,562,152.42	-339,218.13	-13.2%
3600000 · Miscellaneous Revenues				
3699100 · Miscellaneous Other	0.00	917.49	-917.49	-100.0%
3685000 · Special Assessments - Service	329,007.96	324,428.75	4,579.21	1.4%
3670000 · Nongovernmental Contributions	9,600.00	2,144.40	7,455.60	347.7%
3610000 · Interest and Other Earnings	2,172.06	1,687.06	485.00	28.8%
Total 3600000 · Miscellaneous Revenues	340,780.02	329,177.70	11,602.32	3.5%
Total Income	2,625,081.51	2,923,846.61	-298,765.10	-10.2%
Gross Profit	2,625,081.51	2,923,846.61	-298,765.10	-10.2%
Expense				
Vehicle Allocation	0.00	0.00	0.00	0.0%
Overhead Allocation	0.00	0.00	0.00	0.0%
5531000 · Salaries & Benefits	1,716,554.25	1,491,676.44	224,877.81	15.1%
5314000 · Intern Stipends	9,071.09	4,295.00	4,776.09	111.2%
5314101 · Legal Fees & Services	18,000.00	14,000.00	4,000.00	28.6%
5314102 · Audit & Accounting	2,942.57	3,460.85	-518.28	-15.0%
5314103 · Computer Services	26,163.26	17,755.47	8,407.79	47.4%
5314100 · Professional Services	91,217.68	295,150.40	-203,932.72	-69.1%
5314400 · Advertising	586.70	2,506.22	-1,919.52	-76.6%
5314203 · Printing Services	2,723.86	9,538.04	-6,814.18	-71.4%
5314104 · Janitorial Services	5,250.00	5,250.00	0.00	0.0%
5314501 · Office Rent	60,760.00	58,989.00	1,771.00	3.0%
5314700 · Utilities	4,456.03	3,662.85	793.18	21.7%
5314503 · Equipment Leases	2,070.35	2,816.77	-746.42	-26.5%
5314504 · Vehicle Leases	3,537.51	4,008.30	-470.79	-11.8%
5314200 · Communications	11,643.27	10,700.85	942.42	8.8%
5313102 · Photocopier Usage	280.12	487.74	-207.62	-42.6%
5354800 · Repairs & Maintenance	6,573.91	5,503.19	1,070.72	19.5%
5314505 · Software Licenses	18,380.91	18,551.14	-170.23	-0.9%
5313101 · Office Supplies	2,385.19	2,633.62	-248.43	-9.4%
5313103 · Promotional Items	0.00	3,006.88	-3,006.88	-100.0%
5314202 · Postage & Shipping	1,363.43	1,070.57	292.86	27.4%
5314902 · Organizational Dues	5,469.89	1,491.00	3,978.89	266.9%
5314307 · Licenses and Permits	500.98	274.95	226.03	82.2%
5314117 · Soil Testing	2,703.83	3,138.72	-434.89	-13.9%
5313401 · Plants for Resale	42,860.82	38,230.94	4,629.88	12.1%
Project Expenses	49,278.23	66,924.05	-17,645.82	-26.4%
5314302 · Staff - Conference & Training	11,813.97	15,589.28	-3,775.31	-24.2%
5314306 · Board - Conference & Training	139.47	711.90	-572.43	-80.4%
5314300 · Staff - Travel	11,143.49	16,507.06	-5,363.57	-32.5%
5314301 · Board Travel	1,938.38	473.82	1,464.56	309.1%
5314119 · Cultural Resources	0.00	17,833.05	-17,833.05	-100.0%
5314108 · Construction & Restoration Work	210,638.03	210,201.81	436.22	0.2%
5314109 · Cost Share	123,341.72	293,300.23	-169,958.51	-58.0%
5314110 · Bank Fees & Interest Charges	651.46	28.37	623.09	2,196.3%

2:48 PM

08/21/26

Accrual Basis

Thurston Conservation District
Profit & Loss Prev Year Comparison
 January through July 2026

	Jan - Jul 26	Jan - Jul 25	\$ Change	% Change
5314600 · Liability Insurance Premiums	21,772.94	24,673.06	-2,900.12	-11.8%
5314111 · Late Fees & Penalties	0.00	0.00	0.00	0.0%
560000 · Sub-Awards / Pass-Through	283,399.89	142,964.52	140,435.37	98.2%
66300 · Sales Tax Adjustments	890.98	19.59	871.39	4,448.1%
66900 · Reconciliation Discrepancies	0.00	0.00	0.00	0.0%
5945360 · Capital Outlays				
5945369 · Tenant Improvements	2,990.82	0.00	2,990.82	100.0%
5945367 · Restoration Equipment	809.70	24,785.76	-23,976.06	-96.7%
5945363 · Equipment & Office Furniture	1,750.67	1,747.87	2.80	0.2%
5945364 · Computer Hardware	10,125.49	6,315.10	3,810.39	60.3%
Total 5945360 · Capital Outlays	15,676.68	32,848.73	-17,172.05	-52.3%
Total Expense	2,766,180.89	2,820,274.41	-54,093.52	-1.9%
Net Ordinary Income	-141,099.38	103,572.20	-244,671.58	-236.2%
Net Income	-141,099.38	103,572.20	-244,671.58	-236.2%

Thurston Conservation District
Balance Sheet
As of July 31, 2026

	<u>Jul 31, 26</u>
ASSETS	
Current Assets	
Checking/Savings	
3088010 · Checking-103 Beneficial	204,527.01
3081001 · Checking-7444 Timberland	1,823.71
3088020 · Savings Accounts	
3088021 · Saving-116 Beneficial Reser...	4,194.90
3088022 · Saving-129 Beneficial CEC	69,597.84
Total 3088020 · Savings Accounts	<u>73,792.74</u>
3092001 · LGIP Investment Account	51,056.63
3088030 · Counter Cash	213.38
3088040 · PayPal Account	1,364.86
Total Checking/Savings	<u>332,778.33</u>
Accounts Receivable	719,720.90
Other Current Assets	
3090500 Prepaid Accounts	
3090509 · Other Prepaid Expenses	3,665.00
3090508 · Refundable Deposit Paid	150.00
3090501 · Prepaid Insurance	40,178.38
3090507 · Security Deposit - Tilley Co...	8,427.00
Total 3090500 Prepaid Accounts	<u>52,420.38</u>
3091000 · 309.10.00 Inventory Asset	2,666.56
3092000 · 309.20.00 Cash on Hand	26,194.79
Total Other Current Assets	<u>81,281.73</u>
Total Current Assets	<u>1,133,780.96</u>
Fixed Assets	
3090600 · Tenant Improvements	66,750.00
Total Fixed Assets	<u>66,750.00</u>
TOTAL ASSETS	<u><u>1,200,530.96</u></u>

Thurston Conservation District
Balance Sheet
As of July 31, 2026

	<u>Jul 31, 26</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	95,745.30
Credit Cards	12,719.08
Other Current Liabilities	
3471000 · Grant Advances	
3471200 · WSCC Advances	84,653.04
Total 3471000 · Grant Advances	84,653.04
3861100 · Sales Tax Payable	58.14
3861000 · Payroll Liabilities	253,669.71
Total Other Current Liabilities	338,380.89
Total Current Liabilities	446,845.27
Total Liabilities	446,845.27
Equity	
3200000 Opening Bal Equity	287,545.21
3201000 Retained Earnings	607,239.86
Net Income	-141,099.38
Total Equity	753,685.69
TOTAL LIABILITIES & EQUITY	1,200,530.96

2026 Unrestricted Budget vs Actual



July 58.33%

	Account Name	2026 Mid-Year Revised Budget	2026 Actual	\$ Over Budget	% of Budget Spent
1	☒ Income	1,319,063	721,900	-597,163	54.73%
2	☒ Retail Sales	92,350	46,298	-46,052	50.13%
3	☒ Food Production and Consumption	1,500	1,177	-323	78.47%
4	Poultry Equipment & Tool Rentals	1,500	1,177	-323	78.47%
5	☒ Soil Conservation and Health	8,250	4,603	-3,647	55.80%
6	Soil Testing	7,600	3,931	-3,669	51.72%
7	Nutrient Spreader Rentals	300	198	-102	66.11%
8	No-Till Drill Rentals	350	474	124	135.46%
9	☒ Community Outreach and Education	68,900	38,386	-30,514	55.71%
10	Plant Sales	68,900	38,386	-30,514	55.71%
11	☒ Other Income	13,700	2,131	-11,569	15.56%
12	Contributions Private	0	0	0	N/A
13	Interest Income	3,700	2,131	-1,569	57.60%
14	Miscellaneous Income	0	0	0	N/A
15	2026 Growers Conference	5,000	0	-5,000	0.00%
16	2026 CEC Fundraising Dinner	5,000	0	-5,000	0.00%
17	☒ Grant Revenue	126,713	53,310	-73,403	42.07%
18	State Grants	126,713	53,310	-73,403	42.07%
19	Rates and Charges	565,000	329,008	-235,992	58.23%
20	☒ Overhead	535,000	293,284	-241,716	54.82%
21	Overhead Allocation	518,000	282,721	-235,279	54.58%
22	Vehicle Allocation	17,000	10,564	-6,437	62.14%
23	2025 Carry Overs	30,000	30,000	0	100.00%
24	☒ Program Allocation	564,000	339,116	-224,884	60.13%
25	☒ Priority 1: Protect & Restore Natural Resources	50,000	20,558	-29,442	41.12%
26	Working Lands Preservation Initiative	10,000	0	-10,000	0.00%
27	Conservation TA	40,000	20,558	-19,442	51.40%
28	☒ Priority 2: Build Climate Resilience and Disaster Preparedness	64,000	34,399	-29,601	53.75%
29	Food Processing and Tools Rentals	25,000	12,093	-12,907	48.37%
30	Soil Health Testing	31,000	15,886	-15,114	51.24%
31	Nutrient Spreader Rentals	3,000	1,531	-1,469	51.04%
32	No-Till Drill Rentals	5,000	4,890	-110	97.79%
33	☒ Priority 3: Create Community, Access, and Equity	290,500	201,310	-89,190	69.30%
34	Farm Link and Land Access	1,000	0	-1,000	0.00%
35	Conservation & Education Center	60,000	29,593	-30,407	49.32%
36	District Communications	60,000	42,912	-17,088	71.52%
37	2026 Growers Conference	5,000	1,213	-3,788	24.25%
38	2026 CEC Fundraising Dinner	5,000	1,176	-3,824	23.52%
39	Plant Sale	75,000	70,249	-4,751	93.67%
40	Elections	20,000	12,962	-7,038	64.81%
41	SS Green	45,000	33,864	-11,136	75.25%

	Account Name	2026 Mid-Year Revised Budget	2026 Actual	\$ Over Budget	% of Budget Spent
42	Envirothon	4,000	4,000	0	100.00%
43	Teens in Thurston Volunteer Program	2,500	1,983	-517	79.32%
44	Website ADA Compliance	10,000	366	-9,634	3.66%
45	TCD Signage	3,000	2,991	-9	99.69%
46	 Priority 4: Invest in Organizational Excellence and Leadership	159,500	82,848	-76,652	51.94%
47	Investing in Future Conservation	33,000	17,151	-15,849	51.97%
48	Employee Recruitment	5,000	4,801	-199	96.02%
49	Partnership Building	40,000	28,213	-11,787	70.53%
50	Advocacy Activities	44,000	19,126	-24,874	43.47%
51	Rates & Charges Initiative (Including Rate Study)	20,000	7,004	-12,996	35.02%
52	Staff Conference & Training	12,000	3,772	-8,228	31.43%
53	Board-led Initiatives and Meeting Supplies	1,000	541	-459	54.09%
54	Board Conference, Training, and Travel	4,500	2,239	-2,261	49.76%
55	 Administrative Expenses	677,105	451,101	-226,004	66.62%
56	Administrative Salaries & Benefits	290,000	221,786	-68,214	76.48%
57	TCD Staff Leave Accruals	78,752	49,815	-28,937	63.26%
58	36-Hour Leave Accrual Adjustment	8,050	8,050	0	100.00%
59	 Professional Services	77,400	42,007	-35,393	54.27%
60	Legal Services	22,000	14,000	-8,000	63.64%
61	Audit & Accounting	8,000	2,943	-5,057	36.78%
62	Computer Services	43,000	25,065	-17,935	58.29%
63	Professional Services	4,400	0	-4,400	0.00%
64	 Facility and Maintenance	122,260	70,869	-51,391	57.97%
65	Janitorial Services	9,100	5,250	-3,850	57.69%
66	Office Rent	104,160	60,760	-43,400	58.33%
67	Utilities	7,500	4,088	-3,412	54.50%
68	Equipment & Office Furniture	1,500	771	-729	51.42%
69	 Technology	31,100	18,429	-12,671	59.26%
70	Office Equipment Leases	3,000	1,484	-1,516	49.47%
71	Communications	18,000	10,367	-7,633	57.60%
72	Photocopier Usage	600	280	-320	46.69%
73	Computer Hardware Purchases	3,000	1,401	-1,599	46.71%
74	Computer Software	6,500	4,897	-1,603	75.34%
75	 Vehicles	20,000	10,630	-9,370	53.15%
76	Vehicle Leases	6,000	3,538	-2,462	58.96%
77	Vehicle Repairs & Maintenance	6,500	2,808	-3,692	43.20%
78	Vehicle Fuel	7,500	4,284	-3,216	57.13%
79	 Supplies	11,168	7,129	-4,039	63.83%
80	Office Supplies	4,000	1,634	-2,366	40.84%
81	Postage & Shipping	400	250	-150	62.50%
82	Organizational Dues	6,668	5,245	-1,423	78.66%
83	Licenses & Permits	100	0	-100	0.00%
84	 Insurance and Banking	38,375	22,386	-15,989	58.34%
85	Bank Fees & Interest Charges	750	613	-137	81.76%
86	Liability Insurance Premiums	37,625	21,773	-15,852	57.87%
87	Late Fees & Penalties	0	0	0	N/A

	Account Name	2026 Mid-Year Revised Budget	2026 Actual	\$ Over Budget	% of Budget Spent
88	 Savings	107,958	0	-107,958	0.00%
89	 Reserve Fund	57,958	0	-57,958	0.00%
90	Tenant Improvement Depreciation	22,250	0	-22,250	0.00%
91	Other Reserve Fund Savings	35,708	0	-35,708	0.00%
92	Conservation Education Center Savings Plan	50,000	0	-50,000	0.00%
93	Net Income (Surplus or Deficit)	0	-38,316	-38,316	N/A

2026 Restricted Budgets vs Actuals



As of July 31, 2026

	Grant Name	Account Number	Grant Number	Grant Start Date	Grant End Date	Total Grant Amount	Official Remaining	2026 Budget	2026 Actual	2026 Remaining Budget	% of Total Time	% of Total Budget Spent
1	Federal											
2	USFWS Restoring South Sound Prairies	US90	F22AC01820-00	07/01/22	07/01/27	190,000	59,197	59,039	29,362	29,677	81.66%	68.84%
3	DOE											
4	Black River Frog	E023	OCBASRP-2325-ThurCD-00023	07/01/25	06/30/29	239,036	221,381	68,028	11,336	56,692	27.10%	7.39%
5	Riverbend Construction	E024	OCBASRP-2325-ThurCD-00024	11/01/25	06/30/27	1,771,771	1,640,713	514,397	116,074	398,323	44.98%	7.40%
6	Chehalis Tributary Data Collection	E042	OCBASRP-2325-ThurCD-00042	08/01/25	07/31/27	150,000	118,932	23,992	25,122	-1,130	50.00%	20.71%
7	Neighborhood Stormwater	E045	WQNEPSW-2025-ThurCD-00045	09/30/25	12/31/27	198,986	190,988	55,108	7,998	47,110	37.06%	4.02%
8	Umbrella Site Management	E047	OCBASRP-2325-ThurCD-00047	07/01/25	06/30/29	121,910	64,882	5,024	8,152	-3,128	27.10%	46.78%
9	Goebel Road River Restoration	E053	OCBASRP-2327-ThurCD-00053	10/01/25	09/30/27	268,497	207,969	80,545	56,248	24,296	41.64%	22.54%
10	Scatter Creek	E060	OCBASRP-2527-ThurCD-00060	06/01/26	05/30/28	487,897	478,884	99,475	9,013	90,462	8.36%	1.85%
11	Ecology Elwanger	E165	WQC-2025-ThurCD-00165	11/01/24	10/31/27	500,000	396,923	273,853	37,245	236,608	58.26%	20.62%
12	RCO											
13	FY25-29 Shore Friendly Administration	R035	24-1207	07/01/25	06/30/29	2,051,187	1,658,879	671,529	276,147	395,382	27.10%	19.13%
14	ESRP Zangle Cove	R070	20-1517R	07/01/21	04/30/26	110,073	112	6,734	6,623	112	Closed	99.90%
15	FY23-25 ESRP Lower Eld Bulkhead Removal	R090	22-1201R	07/01/23	07/01/26	125,200	0	4,954	4,954	0	Closed	100.00%
16	South Sound Outreach (HSIL)	R100	23-1853O	05/07/24	04/30/27	109,846	58,944	46,392	32,977	13,415	74.93%	46.34%
17	South Sound Riparian Analysis and Implementation	R110	24-1212R	09/25/24	09/25/28	132,614	109,738	22,963	3,476	19,487	46.17%	17.25%
18	Thompson Creek Salmon Recovery	R120	25-1078P	09/16/25	09/15/27	253,000	214,328	128,044	38,672	89,372	43.70%	15.29%
19	WSCC											
20	FY25-27 Chehalis	W050	26-13-CH	07/01/25	06/30/27	222,838	106,444	91,604	55,026	36,578	54.25%	52.23%
21	FY25-27 Shellfish Cost Share	W060	26-13-SH	07/25/25	06/30/27	205,000	156,006	61,115	42,311	18,804	52.69%	23.90%
22	FY25-27 CREP	W070	26-13-CE	07/01/25	06/30/27	58,889	27,074	55,165	28,091	27,074	54.25%	54.03%
23	FY25-27 Natural Resource Investments (NRI)	W080	26-13-NR	11/05/25	06/30/27	116,470	101,485	37,346	14,985	22,361	44.61%	12.87%
24	FY25-26 Implementation - Soil Testing Support	W086.2	26-13-IM	02/05/26	06/30/26	500	1	500	499	1	Closed	99.74%
25	FY25-26 Sustainable Farms and Fields	W120	26-13-SFF	07/17/25	06/30/26	40,000	97	27,753	27,656	97	Closed	99.76%
26	FY26-27 Sustainable Farms and Fields	W120	27-13-SFF	07/01/26	06/30/27	41,284	41,284	41,284	0	41,284	8.49%	0.00%
27	FY25-27 Forest Health & Community Wildfire Resiliency	W130	26-13-FH	07/09/25	06/30/27	115,343	84,641	37,574	18,579	18,994	53.74%	26.62%
28	FY25-27 Irrigation Efficiencies	W140	26-13-IE	07/17/25	06/30/27	50,000	28,156	37,198	17,794	19,404	53.22%	43.69%
29	FY25-27 Riparian Grant Program (RGP)	W170	26-13-RGP	09/10/25	06/30/27	3,223,336	2,312,883	1,025,275	546,979	478,297	49.32%	28.25%
30	Other State Grants											
31	WDFW Building Conservation Capacity	S100	24-25744	03/17/25	06/30/27	500,000	258,906	227,487	129,585	97,902	60.05%	48.22%
32	WDNR Wildfire Ready Neighbors	S200	93-110294	02/10/26	06/30/26	12,350	541	12,350	11,809	541	Closed	95.62%
33	DOH Manure Management	S500	GVL29108-0	05/13/24	07/31/27	776,247	416,969	403,598	203,430	200,168	68.94%	46.28%
34	Thurston County											

	Grant Name	Account Number	Grant Number	Grant Start Date	Grant End Date	Total Grant Amount	Official Remaining	2026 Budget	2026 Actual	2026 Remaining Budget	% of Total Time	% of Total Budget Spent
35	FY25-27 VSP	TC400	2025-024	07/01/25	06/30/27	170,000	34,418	94,073	69,077	24,996	54.25%	79.75%
36	FY25-27 VSP Cost Share	TC450		08/15/25	06/30/27	223,875	199,324	36,269	23,842	12,427	51.24%	10.97%
37	FY24-26 Thurston County Working Lands Outreach	TC500		08/13/24	06/30/26	5,500	0	4,736	4,736	0	Closed	100.00%
38	FY26-27 Thurston County Net Ecological Gain	TC800	2026-018	05/01/26	06/30/27	275,596	250,372	146,478	25,224	121,254	21.60%	9.15%
39	- Miscellaneous											
40	FY25-29 Olympia Urban Farmland	M065	NA	01/01/25	12/31/29	259,000	180,336	51,800	28,082	23,718	31.60%	30.37%
41	GRuB Beginning Farmer Development	M066	NA	01/01/24	09/14/26	6,525	711	1,746	1,035	711	95.45%	89.10%
42	FY26-29 MSU Western SARE	M071	WLED26-004	05/01/26	04/30/29	60,000	59,430	19,580	570	19,010	8.39%	0.95%
43	FY24-25 NACD Bucoda Community Farm	M077	NA	09/24/24	11/15/25	60,000	2,105	432	0	432	Closed	96.49%
44	WCRRI Prairie Habitat Enhancement	M095	2022-06	01/01/22	06/30/26	119,954	45	11,907	11,862	45	Closed	99.96%
45	FY25-29 Ecostudies Diversity & Resilience of Rural Communities (WCRRI Phase II)	M096	ESI_2025-29	11/01/25	06/30/29	131,000	120,482	38,718	10,518	28,200	20.40%	8.03%
46	FY25-26 NACD Forestry	M200	NA	01/01/25	06/30/26	133,786	-0	90,329	90,329	-0	Closed	100.00%
47	FY25-27 OlyEco NFWF Habitat Resilience	M078	NA	03/01/24	02/28/27	30,000	11,378	17,891	9,329	8,563	80.64%	62.07%
48	FY26 Puget Sound Energy	M079		07/01/26	until spent	10,000	10,000	6,250	0	6,250	NA	0.00%
49	One Tree Planted	M085	NA	09/03/21	until spent	33,076	25,006	0	0	0	NA	24.40%
50	FY24-26 Pierce County Shellfish NTA	M600	SC-111404	01/01/24	01/31/27	191,000	43,256	70,318	27,062	43,256	83.67%	77.35%
51	- Sentinel Landscape Program (SLP)											
52	NACD SLP REPI Challenge	SLP075	NA	10/01/21	06/30/28	1,353,000	126,992	74,649	38,632	36,017	71.60%	90.61%
53	EcoStudies REPI	SLP076	SA-2025-01	08/01/25	12/31/28	188,543	165,129	29,759	16,284	13,475	29.22%	12.42%
54	WDFW Landowner Support and Due Diligence (AERI)	SLP077	25-27659	06/01/25	11/30/28	385,000	327,054	73,056	53,581	19,475	33.31%	15.05%
55	- South Sound GREEN											
56	2025 Interlocal	G019-SS		01/01/25	until spent	64,160	0	8,916	8,916	0	Closed	100.00%
57	2026 Interlocal	G019-SS		01/01/26	until spent	66,432	40,390	66,432	26,042	40,390	NA	39.20%
58	FY25 ESD 113 Climate Education	G019.104		05/15/25	until spent	6,000	1,948	3,731	1,783	1,948	NA	67.54%
59	FY25 Tumwater SD Natural Resources	G019.120		09/03/24	until spent	1,000	0	329	329	0	NA	100.00%
60	foundry10 Congress Support	G019.122		02/23/26	until spent	9,100	0	9,100	9,100	0	Closed	100.00%
61	FY25-27 NOAA B-WET	G019.106		02/01/25	01/31/27	40,720	3,654	27,747	24,093	3,654	74.79%	91.03%
62	2024 Dawkins	G019.28		01/01/24	until spent	20,750	11,544	13,656	2,112	11,544	NA	44.37%
63	FY25-27 Dawkins	G019.28		12/16/24	until spent	30,000	30,000	0	0	0	NA	0.00%
64	2023 Community Foundation	G019.29		10/25/23	until spent	2,500	588	1,700	1,112	588	NA	76.49%
65	2024 Community Foundation	G019.29		11/01/24	until spent	2,500	2,500	0	0	0	NA	0.00%
66	Carlson Charitable	G019.31		12/05/23	until spent	2,500	7	7	0	7	Closed	99.73%
67	2024 Nisqually for Water Quality Testing	G019.60		01/01/24	until spent	5,000	2,321	2,321	0	2,321	NA	53.57%
68	2025 Nisqually	G019.60		11/14/25	until spent	600	600	0	0	0	NA	0.00%
69	TCC General	G019 TCC		01/01/18	until spent	10,096	216	216	0	216	NA	97.86%
70	2024 Squaxin	G019.85		02/01/24	until spent	2,250	2,250	0	0	0	NA	0.00%
71	2025 Squaxin	G019.85		03/01/25	until spent	1,000	1,000	0	0	0	NA	0.00%
72	FY25-26 Inspire Olympia	G019.130		08/01/25	until spent	30,000	0	6,867	6,867	0	Closed	100.00%
73	FY26 Inspire Olympia	G019.130		06/01/26	until spent	47,500	43,920	42,650	3,580	39,070	NA	7.54%
74	FY25-27 NFWF Improving Salmon Habitat	G019.864	1301.26.086400	08/30/25	04/30/27	54,490	52,405	54,490	2,085	52,405	55.17%	3.83%
75	- Teens in Thurston Volunteer Program											
76	Nisqually TNT 2024	T070	NA	01/01/24	until spent	5,581	2,509	2,509	0	2,509	NA	55.04%
77	- Envirothon Program											
78	2025 Chehalis Tribe Envirothon	T040		03/01/25	until spent	2,500	1,476	1,494	18	1,476	NA	40.95%
79	2026 Pork Blakely Envirothon	T040		01/26/26	until spent	500	500	500	0	500	NA	0.00%

Thurston Conservation District
Payment Report
July 2026

Num	Type	Date	Name	Funding Source	Expense Account	Paid Amount
15594	Credit Card Charge	7/1/2026	Facebook	SLP076 - Ecostudies REPI	5314400 · Advertising	9.55
15595	Credit Card Charge	7/1/2026	Facebook	SLP076 - Ecostudies REPI	5314400 · Advertising	4.36
MC20310585	Credit Card Charge	7/1/2026	Mail Chimp	T030 - District Communications	5314207 · Web Hosting and Maintenance	124.24
Bill Pmt -Check	Cash	7/1/2026	Jeanette Ernst	M065 - FY25-29 Olympia Urban Farmland	5314000 · Intern Stipends	100.00
Bill Pmt -Check	Cash	7/1/2026	Hannah-Grace Snow Sr	M065 - FY25-29 Olympia Urban Farmland	5314000 · Intern Stipends	100.00
Bill Pmt -Check	Cash	7/1/2026	Jessica Curenton	M065 - FY25-29 Olympia Urban Farmland	5314000 · Intern Stipends	100.00
Bill Pmt -Check	Cash	7/1/2026	Bobbi Marshall	M065 - FY25-29 Olympia Urban Farmland	5314000 · Intern Stipends	100.00
Bill Pmt -Check	Cash	7/1/2026	Samantha Tinner	M065 - FY25-29 Olympia Urban Farmland	5314000 · Intern Stipends	40.00
Bill Pmt -Check	Cash	7/1/2026	Katie Austin	M065 - FY25-29 Olympia Urban Farmland	5314000 · Intern Stipends	40.00
Bill Pmt -Check	Cash	7/1/2026	Lisa Howard	M065 - FY25-29 Olympia Urban Farmland	5314000 · Intern Stipends	40.00
Bill Pmt -Check	Cash	7/1/2026	Sarah Pyburn	M065 - FY25-29 Olympia Urban Farmland	5314000 · Intern Stipends	40.00
Bill Pmt -Check	Cash	7/1/2026	Carla Bangs	M065 - FY25-29 Olympia Urban Farmland	5314000 · Intern Stipends	40.00
Bill Pmt -Check	Cash	7/1/2026	Liz Soto	M065 - FY25-29 Olympia Urban Farmland	5314000 · Intern Stipends	100.00
Bill Pmt -Check	Cash	7/1/2026	Nichole Alexander	M065 - FY25-29 Olympia Urban Farmland	5314000 · Intern Stipends	100.00
Check	EFT	7/1/2026	Tilley Court Caves, LLC	A010 - Administrative Expenses	5314501 · Office Rent	8,680.00
Check	EFT	7/1/2026	Delta Dental		5531212 · Dental Benefits	2,769.75
Check	EFT	7/1/2026	Postal IA	A010 - Administrative Expenses	5314202 · Postage & Shipping	100.00
Check	EFT	7/1/2026	TPSC Benefits		5531216 · HRA Admin	99.84
15556	Credit Card Charge	7/2/2026	Home Depot	W170 - FY25-27 RGP	5314107 · Project Supplies	32.91
Bill Pmt -Check	EFT	7/3/2026	Comcast	A010 - Administrative Expenses	5314204 · Internet Services	261.71
15573	Credit Card Charge	7/5/2026	Costco	T097 - Plant Sale	5314107 · Project Supplies	21.94
Check	EFT	7/5/2026	Regence - Health Care		5531210 · Medical Benefits	36,546.35
15564	Credit Card Charge	7/6/2026	Ace Hardware	W170 - FY25-27 RGP	5314107 · Project Supplies	8.78
15587	Credit Card Charge	7/6/2026	Black Lake Landscape Supply	E024 - Riverbend Construction	5314108 · Construction & Restoration Work	59.24
	Credit Card Charge	7/7/2026	Starlink	T030 - District Communications	5314204 · Internet Services	10.00
15565	Credit Card Charge	7/7/2026	Black Lake Plumbing	A010 - Administrative Expenses	5313101 · Office Supplies	515.62
1508135718	Credit Card Charge	7/7/2026	QuickBooks Time Support (TSheet	A010 - Administrative Expenses	5314102 · Audit & Accounting	329.40
15566	Credit Card Charge	7/8/2026	Marriott	S500 - DOH Eld Inlet Manure Management	5314303 · Lodging	1,267.70
15569	Credit Card Charge	7/8/2026	WA St Parks	G019.28 Dawkins	5314307 · Licenses and Permits	50.00
Bill Pmt -Check	EFT	7/8/2026	Verizon	A010 - Administrative Expenses	5314201 · Telephone	1,207.29
Bill Pmt -Check	EFT	7/8/2026	VSP - Vision Care		5531213 · Vision Insurance	270.47
Liability Check	EFT	7/8/2026	Internal Revenue Service		3861004 · Federal Income Tax Payable	22,625.48
Liability Check	EFT	7/8/2026	WA St Dept of Retirement Systems		3861005 · PERS Deferral Payable	4,182.53
15567	Credit Card Charge	7/9/2026	J & I Power Equipment	W080 - FY25-27 Natural Resource Investment	5314107 · Project Supplies	108.88
15583	Credit Card Charge	7/9/2026	Service Saw Workwears	W170 - FY25-27 RGP	5314107 · Project Supplies	73.59
15584	Credit Card Charge	7/9/2026	Service Saw Workwears	E024 - Riverbend Construction	5314107 · Project Supplies	36.85

15586	Credit Card Charge	7/9/2026	Tenino Short Stop	E024 - Riverbend Construction	5314107 · Project Supplies	26.30
Liability Check		7/9/2026	QuickBooks Payroll Service	QuickBooks Payroll Service	3861001 · Direct Deposit Liabilities	65,834.06
Liability Check	EFT	7/9/2026	WA St Dept of Retirement Systems		3861005 · PERS Deferral Payable	20,735.45
Bill Pmt -Check	23469	7/9/2026	Community Farm Land Trust	S100 - WDFW BuildingConservation Capacity	5314100 · Professional Services	900.00
Bill Pmt -Check	23470	7/9/2026	Courtney Peetz	S100 - WDFW BuildingConservation Capacity	5314000 · Intern Stipends	608.59
Bill Pmt -Check	23471	7/9/2026	Deschutes Law Group	A010 - Administrative Expenses	5314101 · Legal Fees & Services	2,000.00
Bill Pmt -Check	23472	7/9/2026	Karin Strelloff	Various Funding Sources	5314304 · Mileage	202.81
Bill Pmt -Check	23473	7/9/2026	Lily Storbeck	S100 - WDFW BuildingConservation Capacity	5314000 · Intern Stipends	1,856.70
Bill Pmt -Check	23474	7/9/2026	Mason Conservation District	R035 - Shore Friendly Phase 4:Worksite #2	560000 · Sub-Awards / Pass-Through	28,359.38
Bill Pmt -Check	23475	7/9/2026	Midwest Labs	T098 - Soil Health Testing	5314117 · Soil Testing	97.12
Bill Pmt -Check	23476	7/9/2026	Olympia Computer	Various Funding Sources	5314103 · Computer Services	4,086.50
Bill Pmt -Check	23477	7/9/2026	Olympia Ecosystems	Various Funding Sources	560000 · Sub-Awards / Pass-Through	3,915.00
Bill Pmt -Check	23478	7/9/2026	Pierce Conservation District	R035- Shore Friendly Phase 4:Worksite #2	560000 · Sub-Awards / Pass-Through	37,137.89
Bill Pmt -Check	23479	7/9/2026	Pioneer Fire & Security, Inc	A010 - Administrative Expenses	5314704 · Office Security	107.51
Bill Pmt -Check	23480	7/9/2026	Primo Brands	A010 - Administrative Expenses	5313101 · Office Supplies	35.05
Bill Pmt -Check	23481	7/9/2026	Rachel Stendahl	Various Funding Sources	560000 · Sub-Awards / Pass-Through	4,387.39
Bill Pmt -Check	23482	7/9/2026	Tumwater School District	Various Funding Sources	5314112 · Bus Transportation	744.64
Bill Pmt -Check	23483	7/9/2026	WACD	A010 - Administrative Expenses	5314902 · Organizational Dues	3,888.89
Bill Pmt -Check	23484	7/9/2026	Wild Fish Conservancy	E042 - Chehalis Tributary Data Collection	560000 · Sub-Awards / Pass-Through	4,175.93
15571	Credit Card Charge	7/10/2026	Lincoln Creek Lumber	W080 -FY25-27 Natural Resource Investment	5314107 · Project Supplies	30.28
15572	Credit Card Charge	7/10/2026	Ace Hardware	W080 -FY25-27 Natural Resource Investment	5314107 · Project Supplies	8.76
P1117074003	Credit Card Charge	7/10/2026	Intuit	A010 - Administrative Expenses	5314102 · Audit & Accounting	657.41
15638	Credit Card Charge	7/13/2026	Goodwill	T099 - Food Processing and Tools Rentals	5354802 · Rental Equipment Maintenance	8.66
15585	Credit Card Charge	7/14/2026	Auto Zone	E024 - Riverbend Construction	5314107 · Project Supplies	34.58
15641	Credit Card Charge	7/14/2026	Amazon	W170 - FY25-27 RGP	5314107 · Project Supplies	16.49
9057788	Credit Card Charge	7/14/2026	Buzzsprout	T030 - District Communications	5314207 · Web Hosting and Maintenance	12.00
G171465369	Credit Card Charge	7/14/2026	Microsoft	Various Funding Sources	5314505 · Software Licenses	619.60
15640	Credit Card Charge	7/15/2026	Etrailer.com	T096 - Soil Health Equipment Rentals	5354802 · Rental Equipment Maintenance	120.86
Check	EFT	7/15/2026	TPSC Benefits		5531216 · HRA Admin	145.00
15639	Credit Card Charge	7/16/2026	Tenino Market Fresh	M065 - FY25-29 Olympia Urban Farmland	5314107 · Project Supplies	13.19
E0301070SR	Credit Card Charge	7/19/2026	Microsoft	A010 - Administrative Expenses	5314505 · Software Licenses	16.46
15588	Credit Card Charge	7/20/2026	Ralphs Thriftway	M600 - FY24-26 Pierce County Shellfish	5314901 · Meeting & Event	35.87
15644	Credit Card Charge	7/20/2026	Hach Company	G019.106 NOAA B-WET	5314107 · Project Supplies	314.10
67033814	Credit Card Charge	7/20/2026	Garmin	A010 - Administrative Expenses	5314205 · Garmin	43.90
Check	EFT	7/20/2026	TPSC Benefits		5531216 · HRA Admin	255.00
15591	Credit Card Charge	7/21/2026	Alaska Airline	S500 - DOH Eld Inlet Manure Management	5314306 · Airfare	407.79
15642	Credit Card Charge	7/21/2026	Acorn Naturalists	G019.106 NOAA B-WET	5314107 · Project Supplies	459.70
15658	Credit Card Charge	7/21/2026	Hach Company	G019.864 - NFWF Improving Salmon Habitat	5314107 · Project Supplies	272.30
G172652549	Credit Card Charge	7/21/2026	Microsoft	A010 - Administrative Expenses	5314505 · Software Licenses	17.29
Check	EFT	7/21/2026	TPSC Benefits		5531215 · HRA Benefits	1,912.50
15593	Credit Card Charge	7/22/2026	Pilot Travel Center	A010 - Administrative Expenses	5313201 · Vehicle Fuel	36.81

15596	Credit Card Charge	7/22/2026	Fred Meyer	T097 - Plant Sale	5314107 · Project Supplies	6.57
15598	Credit Card Charge	7/22/2026	Trader Joes	T044 - Board Initiatives & MeetingSupplies	5314310 · Board Meeting Snacks	75.49
15622	Credit Card Charge	7/22/2026	Michaels	T030 - District Communications	5314901 · Meeting & Event	65.61
15625	Credit Card Charge	7/22/2026	Michaels	E053 - Goebel Rd River Restoration	5314901 · Meeting & Event	21.95
15626	Credit Card Charge	7/22/2026	Michaels	T030 - District Communications	5314901 · Meeting & Event	166.60
Liability Check	EFT	7/22/2026	Internal Revenue Service		3861004 · Federal Income Tax Payable	21,849.32
Bill Pmt -Check	23485	7/22/2026	Anchor QEA	E053 - Goebel Rd River Restoration	5314100 · Professional Services	22,703.38
Bill Pmt -Check	23486	7/22/2026	Ashley Paine	M065 - FY25-29 Olympia Urban Farmland	5314000 · Intern Stipends	500.00
Bill Pmt -Check	23487	7/22/2026	Ghader Alrashid	Various Funding Sources	Restoration Crew Intern Stipend	1,200.00
Bill Pmt -Check	23488	7/22/2026	Marlena Blua	Various Funding Sources	Restoration Crew Intern Stipend	1,600.00
Bill Pmt -Check	23489	7/22/2026	Mason Conservation District	Various Funding Sources	560000 · Sub-Awards / Pass-Through	7,117.51
Bill Pmt -Check	23490	7/22/2026	Nathaniel Lewis	W060 - FY25-27 Shellfish Cost Share	5314109 · Cost Share	29,000.00
Bill Pmt -Check	23491	7/22/2026	Nisqually Land Trust	SLP077 - WDFW REPI Landowner Support	560000 · Sub-Awards / Pass-Through	8,100.00
Bill Pmt -Check	23492	7/22/2026	Nisqually River Foundation	Various Funding Sources	560000 · Sub-Awards / Pass-Through	2,489.80
Bill Pmt -Check	23493	7/22/2026	Pierce Conservation District	R100 - South Sound HSIL Outreach	560000 · Sub-Awards / Pass-Through	870.93
Bill Pmt -Check	23494	7/22/2026	Ricoh USA, Inc.	A010 - Administrative Expenses	5354801 · Office Equipment Maintenance	131.76
Bill Pmt -Check	23495	7/22/2026	Spencer Nakashima	Various Funding Sources	Restoration Crew Intern Stipend	1,600.00
Bill Pmt -Check	23496	7/22/2026	Tabitha Lederer	Various Funding Sources	Restoration Crew Intern Stipend	1,600.00
Bill Pmt -Check	23497	7/22/2026	Wild Fish Conservancy	E165 - Ecology Elwanger	560000 · Sub-Awards / Pass-Through	9,295.04
Bill Pmt -Check	23498	7/22/2026	Deschutes Law Group	A010 - Administrative Expenses	5314101 · Legal Fees & Services	2,000.00
Bill Pmt -Check	23499	7/22/2026	Hannah's Cleaning Service	A010 - Administrative Expenses	5314104 · Janitorial Services	700.00
Bill Pmt -Check	23500	7/22/2026	Kirsten Hill	T037 - Staff Conference and Training	5314305 · Meals / Per Diems	20.00
Bill Pmt -Check	23501	7/22/2026	MacKenzy Ernstrom	Various Funding Sources	5314102 · Audit & Accounting	42.99
Bill Pmt -Check	23502	7/22/2026	WA St Conservation Commission	A010 - Administrative Expenses	5314504 · Vehicle Leases	623.92
Bill Pmt -Check	23503	7/22/2026	Petrocard	A010 - Administrative Expenses	5313201 · Vehicle Fuel	497.26
Liability Check	23504	7/22/2026	WSCCE - Council 2		3861008 · Union Dues	1,614.95
Bill Pmt -Check	23505	7/22/2026	Kenna Fosnacht_V	S500 - DOH Eld Inlet Manure Management	5314304 · Mileage	268.40
15604	Credit Card Charge	7/23/2026	US Postal Service	T098 - Soil Health Testing	5314202 · Postage & Shipping	13.93
15624	Credit Card Charge	7/23/2026	Lenovo	SLP077 - WDFW REPI Landowner Support	5945364 · Computer Hardware	1,485.18
15650	Credit Card Charge	7/23/2026	Pilot Travel Center	W080 -FY25-27 Natural Resource Investment	5314107 · Project Supplies	38.44
15676	Credit Card Charge	7/23/2026	Habitat for Humanity	A010 - Administrative Expenses	5313101 · Office Supplies	1.65
Liability Check		7/23/2026	QuickBooks Payroll Service	QuickBooks Payroll Service	3861001 · Direct Deposit Liabilities	64,330.32
Bill Pmt -Check	EFT	7/26/2026	Ricoh USA, Inc.	A010 - Administrative Expenses	5314503 · Equipment Leases	206.86
	Credit Card Charge	7/27/2026	ADT Security Services	A010 - Administrative Expenses	5314704 · Office Security	58.18
15603	Credit Card Charge	7/27/2026	DocuSign	G019.28 Dawkins	5314505 · Software Licenses	132.00
15606	Credit Card Charge	7/27/2026	Thurston County CPED	W170 - FY25-27 RGP	5314307 · Licenses and Permits	312.53
15616	Credit Card Charge	7/27/2026	Ace Hardware	W170 - FY25-27 RGP	5314107 · Project Supplies	10.99
15617	Credit Card Charge	7/27/2026	Ace Hardware	W170 - FY25-27 RGP	5314107 · Project Supplies	6.59
Liability Check	EFT	7/27/2026	WA St Dept of Retirement Systems		3861005 · PERS Deferral Payable	4,182.53
Check	EFT	7/27/2026	TPSC Benefits	A010 - Administrative Expenses	5531215 · HRA Benefits	428.81
15607	Credit Card Charge	7/28/2026	Pilot Travel Center	W170 - FY25-27 RGP	5314107 · Project Supplies	31.82
15643	Credit Card Charge	7/28/2026	Acorn Naturalists	G019.106 NOAA B-WET	5314107 · Project Supplies	603.45

15665	Credit Card Charge	7/28/2026	Walmart	T030 - District Communications	5314107 · Project Supplies	10.04
15620	Credit Card Charge	7/29/2026	Wyndahm	S100 - WDFW BuildingConservation Capacity	5314303 · Lodging	111.69
15627	Credit Card Charge	7/29/2026	Home Depot	W130 - FY25-27 Forest Health	5314107 · Project Supplies	55.18
15651	Credit Card Charge	7/29/2026	Pilot Travel Center	W080 -FY25-27 Natural Resource Investment	5314107 · Project Supplies	42.93
15652	Credit Card Charge	7/29/2026	Lew Rents	W080 -FY25-27 Natural Resource Investment	5314108 · Construction & Restoration Work	2,136.58
15653	Credit Card Charge	7/29/2026	Pilot Travel Center	A010 - Administrative Expenses	5354803 · Vehicle Maintenance	26.34
15666	Credit Card Charge	7/29/2026	FedEx	T030 - District Communications	5314203 · Printing Services	151.80
15667	Credit Card Charge	7/29/2026	Concrete Recyclers	W080 -FY25-27 Natural Resource Investment	5314702 · Garbage Service	34.20
Sales Tax Payment	EFT	7/29/2026	WA St Dept of Revenue	WA St Dept of Revenue	3861100 · Sales Tax Payable	306.58
Liability Check	EFT	7/29/2026	WA St Dept of Employment Security		3861007 · State Unemployment Payable	3,635.20
Liability Check	EFT	7/29/2026	WA St Dept of Employment Security		3861010 · WA - Family & Medical Leave	4,379.39
Liability Check	EFT	7/29/2026	WA St Dept of Employment Security		3861013 · WA State Cares Act	3,146.90
15605	Credit Card Charge	7/30/2026	Thurston County Fairgrounds	T030 - District Communications	5314307 · Parking fees	14.42
15608	Credit Card Charge	7/30/2026	Walgreens	W170 - FY25-27 RGP	5314107 · Project Supplies	18.20
15609	Credit Card Charge	7/30/2026	Les Schwab Tire Center	T050 - Restoration Crew & Equipment Fund	5354803 · Vehicle Maintenance	159.78
15675	Credit Card Charge	7/30/2026	WeVideo	T030 - District Communications	5314505 · Software Licenses	263.39
MC20509181	Credit Card Charge	7/30/2026	Mail Chimp	T030 - District Communications	5314207 · Web Hosting and Maintenance	124.35
Liability Check	EFT	7/30/2026	WA St Dept of L&I		3861009 · State L&I Payable	9,354.11



BOARD MEETING ITEM SUMMARY SHEET

Agenda Item Title:	TCD Policy & Procedures Reformatting: Section 5		
Lead Staff:	Susan Shelton	Board Meeting Date:	08/26/26
Goal of Presentation:	☒ Decision	☐ Information	☐ Feedback
Description/Background:	<i>Please provide a description or background of the project.</i>		
Staff are working on a project to reformat TCD's Policies & Procedures Manual to ensure consistency and clarity throughout the document. The intent of this project is to simply clean up the formatting of the Manual. Formatting guidelines were set, policies were reformatted consistent with those guidelines and polices were organized into sections that make sense. Some minor grammar and punctuation corrections were made. A few edits that modified the meaning of the content are highlighted as "Track changes". We will be submitting subsequent sections of the manual for later board meetings. Please let us know if you see any additional necessary edits.			
Pros:	Over the years as policies and procedures were added or edited, different individuals used different formatting guidelines. Consistent formatting guidelines throughout the document makes the document easier to read and easier to understand. It may also improve the credibility of TCD with auditors and funders who are assessing the District's risk levels. Finally, this is a good opportunity for the Board of Supervisors to review the District's policies and procedures for necessary updates.		
Cons:	None		
Fiscal Impacts:	<i>Please describe the costs associated with this action.</i>		
None			
Recommended Action:	<i>What decision do you recommend the board make?</i>		
Approve the reformatted section.			
Legal Review:	☐ Yes	☐ No	☒ Not Required
Supporting Documents:	<i>Please list below and attach supporting documents (contracts, maps, agreements, draft resolution or other documents).</i>		
TCD Policy & Procedures: Section 5			





Policy & Procedures Manual
Section 5: Administrative Policies

Thurston Conservation District Policy & Procedures

Policy 5.0: Smoking Prohibition



Board Approval: June 9, 2000
Last Updated: August 26, 2026

Purpose:

To provide a safe, healthy, and productive environment for employees and members of the public who are conducting business at the District. The decision to be a smoker or a non-smoker is an individual choice. As an employer, Thurston Conservation District has the legal responsibility to provide a safe and healthy workplace that excludes the practice of smoking in the work environment.

Policy:

Smoking will be prohibited in all buildings and enclosed areas. In addition, smoking will be prohibited in all Thurston Conservation District vehicles. This policy applies to all TCD Staff, Board Supervisors, volunteers, visitors and contractors/consultants, including janitorial services, visiting or working in these spaces. Smoking will be permitted out of doors at a minimum distance of 25 feet from entrances, exits, windows that open, and ventilation intakes (RCW 70.160.075). No smoking signs will be posted at Thurston Conservation District facilities.

Thurston Conservation District Policy & Procedures

Policy 5.1: Drug Free Work Place



Board Approved: June 9, 2000

Last Updated: August 26, 2026

Purpose:

Thurston Conservation District is committed to promoting employee health and well-being, client confidence, and safety in the workplace.

The intention of this policy is to establish and maintain a drug-free workplace within the Thurston Conservation District facilities and that District employees are drug-free while engaged in the performance of Thurston Conservation District work.

Definitions:

The term **illegal drug** refers to drugs and controlled substances, the possession or use of which is unlawful under Federal, State, and local laws and regulations in the United States. Drugs and controlled substances that are not legally obtainable, or that are legally obtainable but have not been legally obtained, are considered illegal drugs. Examples include street drugs such as cocaine, heroin, marijuana, and controlled substances such as amphetamines, meth amphetamines, and barbiturates.

The term **illegal drug** does not include the use of a controlled substance pursuant to a valid prescription or other uses authorized by law, but does include prescribed drugs not being used for prescribed purposes or in a prescribed manner.

Policy:

The following guidelines are provided to assist District employees in complying with the purpose of this policy:

- All Thurston Conservation District employees who report to work must be in a condition fit to perform their duties, unimpaired due to the use of illegal drugs, alcohol or other drugs.
- The unlawful use, possession, delivery, dispensation, distribution, manufacture, or sale of drugs in District vehicles, on District premises, or on official business is prohibited. Documented evidence of illegal drug involvement will be given to law enforcement agencies.
- Opened alcoholic beverages are prohibited in District vehicles in accordance with Washington State law.
- Alcoholic beverages are prohibited on District premises.
- The District recognizes that on behalf of the District, employees may participate in social activities where alcohol is served. This policy does not prohibit such employees from using

41 reasonable amounts of alcohol as part of such events. Employees representing Thurston
42 Conservation District at official functions should exercise prudence in consuming alcohol.
43 Excessive use of alcohol at any such event shall constitute a breach of this policy.

- 44 • Thurston Conservation District participates in and receives funding from Federal programs.
45 Federal grant programs require that an employee engaged in the performance of a federal
46 grant:
 - 47 1. Notify Thurston Conservation District in writing of any criminal drug statute conviction for
48 a violation occurring in the workplace no later than five calendar days after such
49 conviction; and
 - 50 2. Thurston Conservation District must notify the Federal agency in writing within ten
51 calendar days after receiving notice from an employee or otherwise receiving actual notice
52 of such conviction.
 - 53 3. Thurston Conservation District must take one of the following actions within 30 calendar
54 days of receiving notice under with respect to any employee who is so convicted:
 - 55 - Take appropriate personnel action against such an employee up to and including
56 termination; or
 - 57 - Require such employee to participate satisfactorily in a drug abuse assistance or
58 rehabilitation program approved for such purposes by Federal, State, or local health,
59 law enforcement, or other appropriate agency. [Public Law 100-690 Title V, Subtitle
60 D, 41 USC 701 et seq.]
- 61 • Employees taking physician-prescribed or over-the-counter medications must notify their
62 supervisor of the fact that they are taking medication and the side effects of that medication if
63 there is a substantial likelihood that such medication will affect job safety.
- 64 • Any Thurston Conservation District employee found in violation of this policy will be subject to
65 formal action, up to and including dismissal.

Thurston Conservation District Policy & Procedures

Policy 5.2: Conflict of Interest & Self-interest



Board Approved: October 24, 2000

Last Updated: August 26, 2026

Purpose:

To prevent or mitigate conflicts between an individual's duty to Thurston Conservation District's mission and their own private interest. To prevent actual impropriety and the appearance thereof.

Definitions

The term **related parties** refers to any two or more parties who have a pre-existing connection or shared interest, which could potentially influence the terms of a transaction.

Relative is defined as immediate family, including husband, wife, child, mother, father, sibling, and any other relatives if the appearance of conflict would be harmful to the District.

Policy:

Employees and Board Members shall not use District assets for personal profit, nor shall they award District business to related parties. Likewise, within District boundaries, TCD Staff and Board Members shall not accept any remuneration or gift from any person for any activity related to the performance of District tasks.

The following acts are prohibited:

- Use of intangible assets, such as the District's name, logo, intellectual property, mailing list, computer file, or any other intangible asset for any purpose for which the individual is compensated by someone other than the District.
- Use of any physical asset, such as a District vehicle, a tool, or office space, for any purpose for which the individual is compensated by someone other than the District.
- Awarding of District business, anything paid for, to any person or entity that shares a direct financial interest with a District employee or Board member. For example, a partnership between a District employee and a District Board Member and a third party should not be awarded District business.
- Awarding of District business, anything paid for, to a relative of an employee or Board Member.
- Accepting gifts from any person or entity that is awarded District business.
- Accepting remuneration or gifts from the public for performing acts one is required to perform as an authorized District function.

- 93 • Any act which would cause the appearance of violating this policy to a reasonable member of
94 the community within the District.

95 The following acts are allowed:

- 96 • Accepting food and refreshments from landowners, vendors, or potential vendors in the context
97 of normal District duties.
- 98 • Accepting promotional materials or other de minimis gifts, such as pens, notepads, calendars,
99 and other similar items of minimal value.
- 100 • Accepting achievement awards from any entity provided the award has only a nominal cash
101 value.

Thurston Conservation District Policy & Procedures

Policy 5.3: Employee Participation in Political Activities



Effective Date: June 9, 2000
Last Updated: August 26, 2026

102 **Purpose:**

103 To establish parameters for employee participation in political activities.

104 **Policy:**

105 Pursuant to RCW 29B.45.010, no District employee or elective official of the District may use, directly or
106 indirectly, the facilities of the District for the purpose of assisting a campaign for the election of any
107 person to any office or for the promotion of or opposition to any ballot proposition. This includes the
108 wearing or displaying of political paraphernalia while conducting District business.

109 This policy does not purport to regulate District employees or elective officials while they are not
110 conducting District business. District employees may express opinions on political subjects and
111 candidates, take an active part in political campaigns, and wear political campaign badges and buttons
112 when not serving in an official capacity or meeting the public.

113 In addition, District employees may not:

- 114 • Use their official authority or influence to interfere with or affect the results of an election or
115 nomination for office.
- 116 • Coerce, command, or advise another District employee to pay, lend, or contribute anything of
117 value to a party, committee, organization, agency, or person for political purposes.
- 118 • Use Thurston Conservation District equipment, time, supplies, staff, or facilities for any political
119 purposes or when assisting or opposing any candidate for partisan or nonpartisan offices or on
120 any ballot proposition.

Thurston Conservation District Policy & Procedures

Policy 5.4: District Internship Retention



Board Approved: July 26, 2005

Last Updated: August 26, 2026

Purpose:

Thurston Conservation District (TCD) values the mentorship and training of individuals interested in careers in natural resources management. To encourage and support students, veterans, and other individuals to obtain hands-on career experience, TCD will engage and educate interns when feasible.

This will allow TCD to:

1. Acquire and retain competent interns;
2. Maximize resources & staff time;
3. Allow interns to take on longer-term projects, when feasible;
4. Utilize intern knowledge and energy to the fullest extent possible.

Policy:

Thurston Conservation District will offer both paid and non-paid internships, depending on budget and programmatic opportunities.

Flexibility in designing internships based on needs, capacity, and available funding will enable TCD to utilize intern skills and obtain needed support for programs and services more successfully. Internship projects will vary and may be developed and advertised on an as-needed basis. Opportunities may be individual placements or part of a crew model, and may be developed through higher education internship contracts, service corps programs (ex. Veteran's Conservation Corps, Washington Conservation Corps, etc.), direct postings to the broader community, or other methods.

Thurston Conservation District Policy and Procedures

Policy 5.5: Executive Director Residency Requirements



Board Approved: June 9, 2000

Last Updated: August 26, 2026

139 **Purpose:**

140 To define the District's Executive Director residency requirement.

141 **Policy:**

142 It is the policy of the District to require the Executive Director to reside within the District, except as
143 specifically authorized in writing by the Board of Supervisors. If not a resident of the District at the time
144 of hire to that position, the District will allow the employee a six-month opportunity to relocate. In
145 exceptional circumstances, the Board can extend the relocation period by an additional period of up to
146 eighteen (18) months.

Thurston Conservation District Policy and Procedures

TCD Policy 5.6: District Vehicle Use and Safety



Board Approved: January 29, 2002

Last Updated: August 26, 2026

Purpose:

The purpose of the Vehicle Use and Safety policy is to provide direction and guidance to District employees and interns on the appropriate and safe use/operation of District vehicles.

Policy:

District vehicles may only be driven by TCD employees and interns. Only employees and interns who have watched the WA State Department of Enterprise Services (DES) *Defensive Driving/Driver Safety* video and have signed the DES *State Motor Pool Vehicle Agreement* may operate District vehicles.

District Vehicles are to be used whenever possible for official District business travel.

Use of District vehicles by employees and interns shall be for District business only.

Only employees and passengers on District business may ride in District vehicles without prior approval.

An employee's misuse of District vehicles may result in disciplinary action, up to and including discharge, and restitution for damages caused by misuse.

Procedures:

Fueling: TCD vehicles are equipped with a TCD gas card. All efforts should be made to utilize the gas stations associated with the gas card. If a gas station associated with the gas card is not available for use, employees may utilize their District credit card at other gas stations. When a District credit card is utilized, employees are to follow normal purchasing protocol by providing a Purchase Order and receipt for administrative approval. Interns must coordinate with their supervisor or other regular employees to arrange to have the vehicle fueled.

Reservations and Mileage: When a District vehicle is needed, it shall be reserved through the Vehicle Reservation Smartsheet. Mileage must be recorded according to the appropriate grant in the Vehicle Mileage Log Smartsheet app.

Condition: Vehicles must be left clean for the next person. Trash/waste, personal items, supplies, jackets, boots, etc. must be removed from the vehicle daily unless the same individual is using the vehicle the next day. Vehicles shall be returned to the District parking lot with at least a quarter tank of

173 gas. Keys shall be returned to the Mail Room daily. In addition, all loads must be secured properly and
174 information on how to secure cargo is posted in the Mail Room.

175 Employees and interns should keep in mind that bumper stickers, posters, window stickers, and other
176 materials attached to a personal automobile may be contentious to some people and could present a
177 poor or incorrect image of the District. A vehicle sporting such items should not be used for business
178 purposes.

179 **DES Leased Vehicles:** Vehicles leased from DES may not be used for field work that involves off-road
180 use.

181 **Vehicle Maintenance and Equipment:** Mechanical problems or any other issues with the vehicles
182 should be reported to the Administrative Assistant.

183 Each vehicle will be equipped with a first aid kit, reflective triangles, fire extinguisher, flashlight, spare
184 tire, litter bag, jack, and tire iron. Use or absence of any of this equipment should be reported to the
185 Administrative Assistant.

186 The Administrative Assistant will perform regular inspections of each District vehicle. Inspections will
187 evaluate the safety of the vehicle, review the inventory of required vehicle equipment, and identify any
188 obvious maintenance issues. All maintenance events will be recorded in the District's Vehicle
189 Maintenance Log Smartsheet.

190 **Vehicle Operations:** When operating a District vehicle, employees and interns must drive according to
191 all traffic laws and maintain the security of the vehicle and its contents. Employees and interns shall
192 not operate any vehicle (District or personal vehicles) while on District business, while also using,
193 consuming, or under the influence of alcohol, illegal drugs, or any medication that may affect their
194 ability to drive.

195 **Accidents, Theft, Damage:** Accidents, theft, or damage must be immediately reported to the Executive
196 Director, regardless of the extent of damage or lack of injuries. Employees are expected to cooperate
197 fully with authorities in the event of an accident. However, employees should make no voluntary
198 statement other than in reply to questions of investigating officers. Employees are also responsible for
199 any driving infractions or fines as a result of their driving. Written incident reports must be completed
200 and submitted to the Finance and Administration Director.

201 **Driver's License:** As part of the requirements for certain positions, individual employees and interns
202 may be required to obtain and hold a valid driver's license. If an employee's license is revoked,
203 suspended or lost, or is in any other way not current, valid, and in the employee's possession, the
204 employee shall promptly notify the Executive Director and will be immediately suspended from driving
205 duties. The employee or intern may not resume driving until proof of a valid, current license is
206 provided. Depending on the duration of license suspension, revocation, or other inability to drive, an
207 employee may be subject to disciplinary action up to and including discharge.

208 **Private Vehicle Insurance:** Employees and interns using their personal vehicle for District business,
209 must possess current and adequate vehicle insurance for their vehicle.

Miscellaneous: Per Washington state law, anyone operating or riding in District vehicles must wear a seat belt at all times. Smoking is not permitted in any District vehicle. The use of cell phones is not permitted unless it is a hands-free unit.

Thurston Conservation District Policy & Procedures

Policy 5.7: District Travel



Board Approved: January 1, 2001

Last Updated: August 26, 2026

Purpose:

To minimize costs to the District and to establish basic guidelines governing the reimbursement of District-related travel and business expenses incurred by District Board members, District employees and interns.

Policies:

Travel Reimbursement: The District will reimburse District employees and Board members for expenses that are reasonable and necessary to conduct TCD business. Washington State travel and per diem rates for lodging, meal, and mileage will be used. Actual expenses will be reimbursed for all other eligible expenses. Parking fees and tolls are not included in the mileage rate and will be reimbursed separately.

Expenses that exceed the Washington State travel or per diem rates may be reimbursed for events when employees or Board members are required to stay and/or dine at the event or where lodging and meals are not available at the State rate.

Travel Status: The Executive Director or the employee's manager/supervisor will determine when an employee is in travel status. Generally travel status will be granted when an employee is required to travel beyond the time normally spent for their daily job duties.

Travel Authorization: The Executive Director or District Auditor will approve all out-of-state or overnight travel plans in advance.

Travel Advances: An employee who needs a travel advance must obtain written approval from the Executive Director. An approved travel advance form must be submitted to the Finance and Administration Team at least five (5) days before travel begins. Should the employee's plans for travel change, the employee must reimburse the District for any travel advance received and not used. Advances will only cover eligible travel and per diem expenses.

Travel Arrangements: Travel arrangements should minimize the costs to the District. Government discounts, economy vehicles, moderate accommodations and meals, and discount airfares must be used unless there is a bona fide reason for doing otherwise.

When multiple employees/Board supervisors are traveling via motor vehicle to the same destination, every effort shall be made to travel together.

238 **Private Vehicles:** District vehicles are to be used whenever possible for official District business travel.
239 Use of private vehicles will be reimbursed at the current State of Washington authorized mileage rate.
240 The mileage rate covers the variable costs of operating a vehicle, such as fuel, oil, tires, maintenance,
241 and repairs, as well as fixed costs such as insurance, registration, depreciation, or lease payments.
242 To request reimbursement for travel, staff must submit an *Expense and Travel Voucher* upon returning
243 from the trip.

244 **Air Fare:** Air travel will not be reimbursed unless pre-authorized by the Executive Director. Maximum
245 payment for air travel is “coach” or “Y” class fare. The Executive Director may authorize “business” class
246 air fare for round trips over 5,000 miles, on a case by case basis.

247 Employees and Board members are encouraged to take advantage of reduced airfare programs that
248 minimize travel costs to the District. This includes non-refundable discount fares, and travel over
249 Saturday nights (if other per diem costs are less than the discounted fare). Where travel time is extended
250 to use discount fares, the District will reimburse the additional meals and lodging if the total travel
251 expense is less than it would have been, had travel time not been extended.

252 **Lodging:** The District will reimburse lodging at single occupancy or double rates (if two employees or
253 Board members share a room). Employees and Board members are not required to share lodging.

254 The use of moderately priced lodging is required. Motels/hotels that offer rooms at government rates
255 must be used wherever available. Employees and Board members attending a seminar or conference
256 may use the host facility. Lodging that is located less than two hours driving time from the employee’s
257 or Board member’s residence will not be reimbursed. The Executive Director/ Board Auditor has the
258 discretion to make exceptions to accommodate early flight arrangements or attendance at a conference
259 or seminar.

260 Reimbursements for lodging are limited to the lower of the actual cost or the state per diem lodging
261 rate. The lodging per diem rate covers the basic room cost, resort/amenity fees, cleaning fees and
262 services fees.

263 Lodging taxes are reimbursable beyond the maximum per diem. If lodging exceeds the per diem rate
264 and no state-rate lodging is available, an *Exceeding Per Diem Form* must be completed and approved by
265 the department director before the stay. Hotel receipts are required when requesting reimbursement
266 or when submitting the PO for credit card charges.

267 **Meals:** Meal reimbursement is based on the applicable Washington State per diem meal rates for
268 breakfast, lunch and dinner. Per diem rates are set by county. The meal per diem rate covers the cost of
269 meals, taxes, tips, and incidental expenses. Meal receipts are not required when claiming meal per
270 diem reimbursement.

271 Snacks and beverages apart from breakfast, lunch and dinner are not reimbursable. Alcoholic beverages
272 will not be reimbursed.

273 Per diem rate reimbursement is not permitted when meals are provided in conjunction with a meeting,
274 conference or seminar unless pre-approved by the employee’s supervisor.

275 **Meetings:** Expenses incurred in conducting business meetings are reimbursable if properly
276 documented. These include facility charges and meals. Documentation must include the date, business
277 purpose, location of meeting, and names and business affiliations of those attending.

278 **Miscellaneous Expenses:** Costs associated with vehicles, such as parking fees and tolls, will be
279 reimbursed if reasonable, necessary, and related to District business. Receipts must be provided with
280 any requests for reimbursement.

281 The District will not reimburse parking citations or traffic infractions.

282 Expenses for baggage handling, rental cars, and airport limousine services are reimbursable if
283 necessary, reasonable, and related to District business.

284 The District will not reimburse discretionary expenditures such as video rentals or hospitality bar
285 charges.

286 Laundry and dry cleaning charges on trips of more than five (5) days are reimbursable. Cleaning charges
287 for accidental clothing damage that occurs while traveling on District business is reimbursable.

288 Expenses directly related to international travel requirements, such as visas and inoculations, are
289 reimbursable.

290 **Procedure:**

291 The Executive Director and the District Accountant/Treasurer will review each expense reimbursement
292 form and supporting documentation for reasonableness, compliance and approval in accordance with
293 this policy. Additional explanations must be supplied for any item that is not self-explanatory or is
294 unusual.

295 All reimbursement of business expenses will be requested through the District's Travel Expense
296 Voucher. All employee reimbursement requests must be submitted within two weeks of travel, or
297 sooner, if tied to a grant that expires within that time period. All Board member reimbursement
298 requests must be submitted within 30 days of travel, unless otherwise arranged through the Executive
299 Director.

300 Receipts must support all expenses not included in the Washington State travel rate per diem.
301 Incidental expenses (including parking lot or parking meter fees) without a receipt or lost receipts may
302 be reimbursed at the discretion of the supervisor.

303 Employees and Board members attending the same meeting will generally submit separate claims.
304 Items for which reimbursement is sought must be itemized by date and expense, e.g. meals, lodging,
305 etc. and include the purpose of the trip.

306 For those reimbursable items requiring receipts, acceptable supporting documentation includes cash
307 register receipts or credit card receipts. Detailed billing information provided by the credit card
308 company may be substituted for cash register receipts.

309 If travel is approved by their direct supervisors, this policy applies to intern travel.

Thurston Conservation District

TCD Policy 5.9: Public Access to District Facilities and Events



Board Approved: August 26, 2026

Purpose:

The purpose of this policy is to establish rules of conduct for Thurston Conservation District (TCD) facilities and spaces including but not limited to indoor and outdoor office and meeting spaces, event locations, and other District facilities. This policy applies to all visitors, staff members and Board Supervisors. The intention of this policy is to protect people, facilities, equipment and data. Furthermore, the purpose of this policy is to provide TCD staff, Board Supervisors and law enforcement officers with legally sound tools for the enforcement of such rules, as an alternative to arrest and prosecution.

Definitions:

Notice of Trespass: A formal written document that prohibits an individual from entering or remaining on TCD property and establishes legal grounds for enforcement if violated. This notice indefinitely prohibits the offender from entering any TCD facility or event.

Public Areas: TCD's public areas include the reception/lobby area, lobby restrooms, parking lot, unrestricted outdoor spaces and event spaces.

Restricted Areas: Restricted Areas are all areas beyond "TCD Staff Only" signs, including TCD's conference room, staff restrooms, storage areas, TCD vehicle and equipment parking areas, and other TCD facilities.

Unreasonably Disruptive Actions or Behaviors: Unreasonably disruptive actions or behaviors are those that are not constitutionally protected and that, in consideration of the nature, scope, use and purpose of the publicly used property in question, unreasonably interfere with others' use of the publicly used property. Examples of unreasonably disruptive behavior include, but are not limited to, any of the following:

- Use of threatening or unreasonably hostile, intimidating, offensive or unlawful activities, language or gestures, and unreasonably loud and ongoing noise (such as music or verbal outbursts) which disrupts normal TCD operations;
- Using electronic or other communication devices in a manner that is unreasonably disruptive to TCD staff and others;
- Consuming, possessing, selling, or distributing alcoholic beverages, nonprescribed controlled substances, or illegal drugs;

- Attempting to enter any Restricted Area of a TCD workspace or attempting to enter a closed facility or property before or after posted public hours, all without authorization or being accompanied;
- Unreasonably interfering with the free passage of staff or patrons in TCD office space;
- Other disruptive actions or behaviors including: camping; political campaigning; unauthorized sales and solicitations; sexual misconduct; use or display of firearms or weapons of any kind; use of bullhorns within indoor District facilities except in an emergency; demonstrations/rallies within indoor District facilities.
- All animals, except for service animals, are prohibited within indoor TCD facilities.

Policy:

As a part of TCD's day-to-day operations, public areas are only open to the public during posted office hours.

It is prohibited for any person except a duly authorized TCD employee, Board Supervisor or authorized/accompanied guest to enter any Restricted Area.

All TCD Staff, Board Supervisors, volunteers, contractors/consultants, and visitors are expected to conduct themselves professionally and treat all others with respect, dignity and civility and refrain from engaging in Unreasonably Disruptive Actions or Behaviors.

Procedures:

Requests for Information or Data

If a member of the public requests information, records or data that is immediately available, the Staff member or Board Supervisor will provide that information, records or data to the member of the public.

If a member of the public requests information, records or data this is not immediately available:

1. The Staff member or Board Supervisor will ask the member of the public to provide, in writing, their name, contact details (phone number, email address, and/or mailing address) and their request for information, records or data.
2. The Staff member or Board Supervisor will forward the written request for information, records or data to the Public Records Officer, who will respond to the request for information, records or data according to TCD's Public Records & Disclosure Policy.

Unreasonably Disruptive Actions or Behaviors

If a member of the public is engaging in Unreasonably Disruptive Actions or Behaviors at a TCD facility or event:

1. If at any point a TCD Staff member or Board Supervisor feels threatened:
 - a. The TCD Staff member or Board Supervisor must either press the ADT SOS button located just under the reception desk or call 911.

- b. The Staff member or Board Supervisor may leave the area and lock themselves in a secure room – either the conference room or one of the bathrooms.
 - c. The TCD staff member or Board Supervisor must contact TCD’s Executive Director.
 - d. A Notice of Trespass (see below) may be subsequently mailed to the offender.
2. If a TCD Staff member or Board Supervisor does not feel threatened:
- a. The TCD Staff member or Board Supervisor must refer the person to this policy, which is posted in public areas;
 - b. If the Actions or Behaviors continue:
 - i. The TCD staff member or Board Supervisor must contact TCD’s Executive Director.
 - ii. The TCD staff member or Board Supervisor may ask the person to leave the facility.
 - c. After that, if the Actions or Behaviors continue:
 - i. The TCD staff member or Board Supervisor may issue a written Notice of Trespass (see below). Blank copies of written Notice of Trespass Letters can be found at TCD’s front desk.
 - 1. The TCD staff member or Board Supervisor will handwrite the date, name, address and incident description on the Notice.
 - 2. The TCD staff member or Board Supervisor will make a photocopy of the Notice.
 - 3. The TCD staff member or Board Supervisor will give the original notice to the offender and file the Notice.
 - ii. The TCD staff member or Board Supervisor must contact TCD’s Executive Director.
 - iii. The TCD Staff member or Board Supervisor may call 911.



Written Notice of Trespass

Date: [Insert Date]

To: [Name of Individual]

Address (if known): [Insert Address]

This letter serves as a **formal Notice of Trespass** regarding the property located at:

582 Tilley Court SE, Suite 152
Tumwater, WA 98501

You are hereby notified that you **are not permitted to enter, remain on, or return to this property for any reason**. This notice is being issued due to the following conduct:

[Briefly describe the incident(s) or reason for the notice]

Effective immediately, you are **prohibited from accessing the property**, including but not limited to any of the restricted or unrestricted areas of the TCD facility.

If you enter or remain on the property after receiving this notice, you will be considered trespassing, and law enforcement may be contacted to take appropriate action under applicable state and local laws.

Please govern yourself accordingly.

Sincerely,

[Executive Director's Signature]

Sarah Moorehead
Executive Director
(360) 999-0078

360.754.3588 • www.thurstoncd.com

582 Tilley Ct SE STE 152 Tumwater, WA 98501



Item

6



Thurston Conservation District Board of Supervisors Work Session Topic List & Board Meeting Agenda

September 23, 2026, 5:00 pm - 7:50 pm

Zoom Meeting Link:

<https://zoom.us/j/91658577844?pwd=cDgvaC9jcWRBU0luUFFHc1lrb3hLQT09>

Passcode: 2918

Meeting ID: 916 5857 7844

Call in: 1-253-215-8782

Work Session Topic List

5:00 pm – 6:00 pm

1. Topic List Review, *All*
2. Community Partner Presentation: Chehalis Basin Education Consortium, *Rachel Stendal*
3. Staff Presentation: Growing Community, *Aimee Richardson*
4. Future Board Meeting Supervisor Dates, *All*
5. Legislative Tour Debrief, *Executive Director Moorehead*
6. Rates and Charges Update, *Chair TJ Johnson and Executive Director Moorehead*
7. Conservation and Education Center (CEC) Development, *All*
8. Important Updates & Announcements
 - a. Board of Supervisors, *All*
 - b. Executive Director, *Sarah Moorehead*

Board Meeting

6:30 pm – 7:50 pm

- | | |
|--|----------------------|
| 1. Welcome, Introductions, Audio Recording Announcement | 6:30 PM
5 minutes |
| 2. Agenda Review | 6:35 PM
5 minutes |
| 3. Consent Agenda – Action Item | 6:40 PM |
| A. August 26, 2026, Board Work Session & Meeting Minutes | 5 minutes |
| B. September 2026 Financial Report | |
| 4. Public Comment | 6:45 PM |
| *Three minutes per person | 10 minutes |
| 5. Partner Reports (if present) | 6:55 PM |
| A. Natural Resources Conservation Service, (NRCS) <i>Tara Donohoe</i> | 15 minutes |
| B. Washington State Conservation Commission (WSCC), <i>Josh Giuntoli</i> | |

C. Washington Association of Conservation Districts (WACD), *Sarah Moorehead*

6. Welcome New Board Supervisors, TJ Johnson (Chair) **7:10 PM**
10 minutes

Governance, All – Action Item **7:20 PM**
A. October 28, 2026 Work Session Topic List & Meeting Agenda Development 10 minutes

7. Executive Session: To consider the selection of a site or the acquisition of real estate **7:30 PM**
RCW 42.30.110 (1b) To consider the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price. 15 minutes

8. Executive Session Report Out – Action Item **7:45 PM**
5 minutes

Adjourn **7:50 PM**

Informational Only Items:

I. *Executive Director's Report*

Important Future Dates

October 2026

TCD Growers Conference	Oct 2
TCD Annual Harvest Festival & Bulb & Seed Sale & Fundraiser Dinner	Oct 3
WACD Southwest Area Meeting	TBD
Orca Recovery Day	Oct 17
WACD Board Meeting	Oct 19
TCD Board Work Session & Meeting 5:00 - 7:30 p.m. In-person and Virtual (Zoom)	Oct 28

November 2026

TCD Closed Veterans Day	Nov 11
WACD Board Meeting	Nov 16
TCD Board Work Session & Meeting 5:00 - 7:30 p.m. In-person and Virtual (Zoom)	Nov 23
TCD Closed, Thanksgiving	Nov 26
TCD Closed, Native American Heritage Day	Nov 27

December 2026

WSCC Commission Meeting	Dec 3
WACD Annual Conference, Stevenson WA	Dec 3-5
TCD Board Work Session & Meeting 5:00 - 7:30 p.m. In-person and Virtual (Zoom)	Dec 23
TCD Closed, Christmas	Dec 25

Informational Items

Executive Director's Report

Sarah Moorehead – Executive Director

August 26, 2026

Priority Initiatives Updates

United In Conservation: Conference, Farm-To-Table Dinner & Festival!

Join (and share) Thurston Conservation District for United in Conservation, a two-day celebration featuring three unique events that bring our community together around local food, conservation, and resilience. Explore climate-smart agriculture at our Friday conference, enjoy family fun at Saturday's free Harvest Festival, and cap off the weekend with an elegant Farm-to-Table Harvest Dinner supporting our future Education & Conservation Center. Come learn, connect, celebrate, and help grow a more resilient future for our community.



[Learn more about the United in Conservation celebration here.](#)

[Get conference tickets here.](#)

[Get farm-to-table harvest dinner tickets here.](#)

City of Tumwater Council Presentation

On August 18th, 2026, Chair TJ Johnson and I presented to the Tumwater City Council on our growing partnership and some of historic areas we've made great impacts within our community.

The City Council was particularly interested in the South Sound GREEN program – highlighting their past participation in the program directly, as well as their interest in increasing urban agriculture and food production. They also indicated their excitement to partner with TCD on our Conservation and Education Center.

Conversations will continue around implementing the City of Tumwater's Food Systems Plan that was adopted in 2025 and development of the CEC.

WACD Statewide Legislative Meeting: In-person and virtual

WACD will be hosting a Legislative Meeting on September 18th from 9:30 am – 2:30 pm at Skamania Lodge (Hood Meeting Room).

This meeting will prepare for the upcoming legislative session. Attendees will receive updates from the Sustainable Funding Committee, including a report-out on Western Washington University's funding models and feasibility analysis, and the Ways and Means Committee, along with discussions on the proposed WACD Elections Bill, WACD's amicus brief in the Rates and Charges lawsuit, and other legislative and organizational priorities.

Register for in-person attendance [HERE](#). Note: lunch will be provided.

Register for virtual attendance [HERE](#).

Southwest Area Meeting – Preparing for October

October is the month for CD Area Association meetings!

The Southwest Area Meeting will take place in Clark County. The date is still being finalized, but likely to take place during the week of October 12th – 16th.

[Information on all area meetings can be found here.](#)

[View the resolutions template, and resolutions as they're adopted, here.](#)

CD Elections Updates

The Washington State Conservation Commission (SCC) has started a rulemaking process to address limited changes to the Washington Administrative Code (WAC) for conservation district elections. Changes to the WAC will be proposed at the September 17th SCC meeting for adoption and take effect for the upcoming elections cycle.

[You can find information on the background, hearing comments, and how to engage in the process here.](#)

The Washington Association of Conservation Districts (WACD) is working with Representative Berg (44th) to sponsor a CD elections bill implementing the recommendations on the Joint Task Force on CD Elections that developed new strategies to create multiple options and pathways to increase access and awareness to CD elections for CDs across Washington State. This bill was sponsored several years ago by Representative Lorie Dolan (22nd).

[You can find the original bill language that included the committee recommendations here.](#)

District Operations

July 22, 2026 Board Meeting Action Items

- None

Mid-Term Elected Appointments

Below is an updated timeline for the remainder of the mid-term recruitment process:

Date	Action
August 26 th	Board reviews application and interview process.
August 28 th	Board interviews mid-term elected candidates and makes selection if desired at a Special Meeting.
September 17 th	WSCC appoints mid-term appointed candidate to Board.
September 23 rd	New Board members first Board meeting.

Mid-term elected seat applicants will be sent to the Board following the closing of the application window. The board may choose to select a candidate to fill the mid-term elected seat position at their Special Meeting on August 28th or at a later date.



DEPARTMENT OF
ECOLOGY
State of Washington

Nonpoint Newsletter

Summer 2026

Welcome!

Welcome to the Summer 2026 edition of the Southwest Regional Nonpoint Newsletter from the Washington State Department of Ecology! Below, you'll find our quarterly updates on ongoing projects, events, and resources relating to nonpoint source pollution and water quality in southwestern Washington.

Our Team



Nonpoint Resource Updates

Nonpoint Plan and Clean Water Guidance

We are excited to announce that our 2025 Nonpoint Plan and Voluntary Clean Water Guidance for Agriculture are now available!

Reorganized based on feedback from our [advisory committee](#) and public comments to improve document usability, the final and complete version of the Clean Water Guidance is available on our [webpage](#) along with our 2025 Nonpoint Plan.

Together, these documents outline Ecology's collective strategies and site-specific recommendations to ensure clean and cool water for all. Visit our [plan and guidance webpage](#) to learn more.



Upcoming Event and Workshop Info



Pierce County Fair

August 13th-16th

Visit the Department of Ecology's table at the [Pierce County Fair](#) in Graham, WA! From August 13th through August 16th We will be handing out water quality themed coloring sheets, sharing information about 6PPD, answering questions about our work, and using the Enviroscape to teach folks about water pollution. We hope to see you there!

Have An Event In Mind?

If you think your community event would benefit from having Department of Ecology Water Quality staff present, let us know! For any event inquiries or requests email our education and outreach staff at chloe.steffes@ecy.wa.gov.

Water Quality Combined Funding Program Applicant Workshops

The Water Quality Combined Funding Program will be accepting fiscal year 2028 applications from **August 11th through September 30th** and is hosting upcoming workshops for interested applicants.

The Nonpoint/ Onsite Sewage System Projects Applicant workshop will take place via Zoom at **9AM on August 5th**. [Register here for the Nonpoint/ Onsite Sewage System Projects Applicant Workshop](#)

For more information about the fiscal year 2028 application cycle, workshop schedule, and additional resources, visit the [Water Quality Combined Funding Program webpage](#).



Tracking Nonpoint Pollution April - June 2026

Environmental Report Tracking System (ERTS)

Through the ERTS system our Nonpoint staff work to address a wide variety of reported concerns that may be contributing to water pollution. From April through June of 2026, we received a total of **20 ERTS reports** from community members in southwestern Washington. See the attached table for the location of the reports by county.

County	ERTS
Clark	1
Callam	1
Grays Harbor	4
Jefferson	1
King	1
Lewis	2
Mason	1
Pacific	1
Pierce	3
Thurston	4
Wahkiakum	1

Technical Assistance (TA) and Warning Letters

Directly addressing ERTS reports and identified sites of concern from watershed evaluations, Ecology's Nonpoint staff generate and send Technical Assistance (TA) letters as a means of communicating nonpoint related issues to landowners and establishing a collaborative plan for BMP implementation. If a landowner is unwilling or unresponsive, a Warning Letter may be issued final attempt to detail the violation and its potential consequences, available resources, and a timeline for compliance. In September 2025, our staff sent out a total of **2 TA letters and 2 Warning letters** across southwestern Washington as depicted in the chart below.

County	Letters Issued
King	TA1 (1), TA2 (1), Warning (1)
Pierce	Warning (1)

Ecology Resources



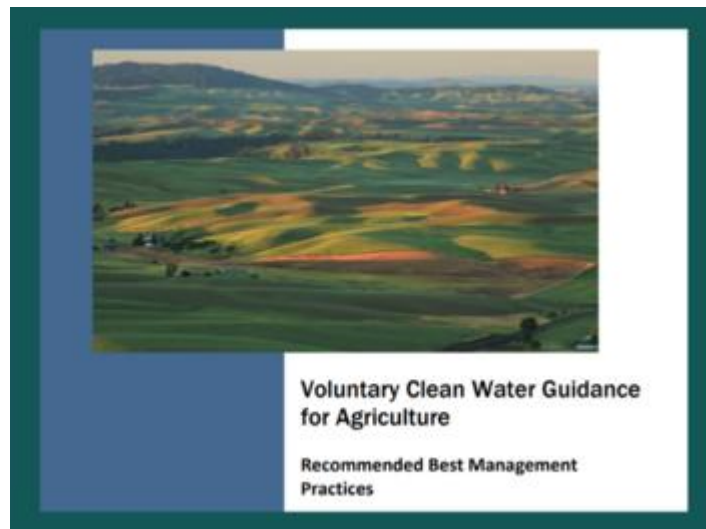
Explore Nonpoint Pollution Strategies

Our [Nonpoint Pollution webpage](#) provides general information on nonpoint pollution, details about the types of pollutants we manage and our efforts to address them. It also covers our regulatory authority, ongoing statewide plans, the processes we use to collaborate with local partners and landowners and more.

Seeking More Information on Ecology's BMPs?

The [Voluntary Clean Water Guidance for Agriculture](#) is a guide to water quality BMPs intended to support healthy farms while helping producers meet clean water standards. This guide complements existing resources like the NRCS Field Office Technical Guides and helps producers make productive water quality

decisions during farm planning. Ecology uses this guidance for grant funding, watershed cleanup, technical assistance, and outreach, while supporting other programs in recommending water quality projects to landowners.



Focus on: Clean Water Guidance Suites of Practices



Check out our [Suites of Practice Focus Sheet](#) for Ecology's key recommendations on suites of practices based on our Clean Water Guidance.

Did You Know? Ecology Offers Language Services

Ecology provides language services to ensure individuals whose primary language is not English can access important information about our programs and resources. Language services are available to community members and partners collaborating with Ecology, including landowners and partner organizations/agencies.

We can help with:

- Information written in your preferred language
- Access to qualified interpreters, both in person and over the phone

For more information, please reach out to your Ecology Nonpoint staff contact.

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To Report Environmental Concerns:

Online: [Statewide Report Form](#)

Email: swroerts@ecy.wa.gov

Phone: 360-407-6300

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ADA Accessibility To request an ADA accommodation, email chloe.steffes@ecy.wa.gov, call (564) 250-0995, or dial 711 to call through the Washington Telecommunications Relay for services like text telephone (TTY). Visit Ecology's website for more accessibility information. Click to edit this placeholder text.

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